



Pre-Arranged Absence Request

Today's Date: _____

Child's Name: _____

Teacher's Name: _____

I am requesting that my child be allowed a pre-arranged absence on the following date(s): _____ for the purpose of _____

_____.

I am making this request at least five (5) school days in advance of the absence. I understand that no more than three (3) days may be pre-arranged per school year. Pre-arranged absences will not be approved during the following circumstances:

- NWEA, IREAD-3, and ILEARN testing
- Last three days of a semester
- If an attendance letter has been sent previously during the school year.

[Parent's Signature]

OFFICE USE ONLY

_____ Approved

_____ Denied because _____

[Principal's Signature]

[Date]