



Meridian Elementary Pre-Arranged Absence Form



Family vacations are important for bonding and nurturing a whole child, but too many absences, excused or unexcused, can keep students from succeeding in school and in life. How many are too many? 10% of the school year, that's 17 missed days, or approximately 2 days a month, can knock students off track. Please do what you can to plan family trips during scheduled school breaks. Thanks for your support!

District Policy 5020.6.6 Vacations or non-emergency activities should be scheduled for days or times when students are not in school. Reasonable requests for absences to be excused due to vacation or for other non-emergency reasons will be approved if the student has a 95% or higher attendance rate over the prior two (2) grading periods, and if the student is otherwise meeting academic performance expectations as determined by school administration.

Parent Portion

Student Name: _____ Grade: _____

Date(s) of Absence: _____ # of Days: _____

Reason for Absence:

- Medical
- Court
- Family Vacation
- Cultural/Religious
- Family Emergency
- Funeral
- Other: _____

I have read District Policy 5020.6.6. I understand that my child will be missing important learning time during this absence. If the absence is longer than 5 days, I will need to schedule a meeting with a school administrator to discuss how my child will make up for the missed learning opportunities.

X _____

Teacher Portion

Student will be missing: Introduction to new content Content reteach/review Assessments

This student is: at grade level / up to date with learning expectations
 behind/struggling and should not miss instruction at this time

This student requires: work to be completed before the absence
 work to be completed during the absence
 work to be completed upon return from absence

Teacher Initials: _____ Date: _____

Notes:

Office Portion

Unexcused Absences _____ Excused Absences _____ Tardies _____ Early Release _____

Pre-arranged absence Approved (EXCUSED) Denied (UNEXCUSED)

Notes:

Administrator _____ Date: _____