

PRE-ARRANGED ABSENCE APPLICATION

TEACHERS:

The following absence has been determined to be excused "if" the student completes this form and delivers it to the Principal's Office with all required signatures. Make up work is to be completed as arranged.

I. STUDENT

NAME \_\_\_\_\_ DATE \_\_\_\_\_

REASON FOR ABSENCE \_\_\_\_\_  
\_\_\_\_\_

DATE OF ABSENCE (S) \_\_\_\_\_

I understand that it is my responsibility to complete this application and turn it in to the Principal's Office prior to my absence.

STUDENT SIGNATURE \_\_\_\_\_

NOTE: PRE-ARRANGED ABSENCES MAY NOT BE ISSUED DURING EXAM WEEK.

II. A pre-arranged absence has been requested by the above student. When arrangements for make-up work have been made, please initial below:

\_\_\_\_\_  
1      2      3      4      5      6      7

III. PARENTS:

Please excuse my son/daughter \_\_\_\_\_

Name

on \_\_\_\_\_ for the above mentioned reason.

Date(s) of Absence

PARENT SIGNATURE \_\_\_\_\_

NOTE: PRE-ARRANGED ABSENCES MAY NOT BE ISSUED DURING EXAM WEEK.

Present this completed application to the Principal before your absence.

## PRE-ARRANGED ABSENCE INSRUCTIONS

TO: STUDENT AND PARENT

Tell City Jr.-Sr. High School recognizes the following types of absences as excused:

1. Illness of students – (parent or doctor verified).
2. Funerals – (a) in the immediate family; (b) persons outside the immediate family when requested by a parent or guardian.
3. All school activities approved by the administration.
4. Serving as a legislative page and/or working at the polls on election day provided the proper procedures (I.C. 20-8, 1-3-18) are followed.
5. College visitation of seniors, not to exceed two (2) days, during their senior year.
6. College visitation of juniors, not to exceed one (1) day, during their junior year.
7. Other circumstances that have PRIOR approval of the Principal or Assistant Principal. An absence that does not fall under 1 through 6 must be determined excused or unexcused a minimum of two (2) days prior to the occurrence of the absence.

This issuance of this form indicates this absence will be excused and all work allowed to be made up if the following procedure is followed:

- A. Form is signed by all of student's instructors.
- B. Arrangement for all missed work has been agreed upon by student and instructor.
- C. Form has been signed by a parent or guardian.
- D. Completed form is returned to the Principal's Office BEFORE the absence.

Any deviation from this procedure will result in the absent day or days becoming unexcused.

Quality education is the responsibility of the family and student, as well as the school. Good attendance is a vital part of the educational process. This process was devised with the student's best interest in mind.