

VVMS

Pre-Arranged Absence Form

This form only needs to be filled out for absences of 3 or more days. Absences of 1 or 2 days can be excused by submitting dates into Infinite Campus through the Parent Portal.

Student Name: _____ Parent/Guardian Name: _____

ID #: _____ Grade: _____ Parent Phone Number(s) Cell (____) ____ - _____ Home (____) ____ - _____

Date(s) of Absence:* _____ through* _____

*Leaving midday at: _____ AM/PM
(if applicable)

*Returning midday at: _____ AM/PM
(if applicable)

Check one box below:

- Religious Observance
- Personal Matter/Family Vacation - Please supplement this form with a short written explanation.
- Significant Educational Opportunity - Please supplement this form with a short written explanation.
- Athletic Event - Please supplement this form with a short written explanation.

- Due to circumstances that a student will be absent during state mandated testing, please make arrangements with the Dean of Students to have the student participate at another time.
- Student/Parents/Guardians are responsible for contacting teachers and making arrangements for make-up work before turning this form into the office. **Teachers are under no obligation to allow make-up work or tests if Parents/ Guardians do not make arrangements prior to the absence.**
- This form must be complete and turned in at least 5 days prior to the absence. **Teachers are under no obligation to sign this form after the five school days, which will result in "UNEXCUSED" absence markings in those periods.**

I have read and understand the conditions listed above.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

**The student has made prior arrangements with me regarding this upcoming absence.
The student understands the expectations and due dates for any make-up assignments.**

Teacher Signatures Required:

1/2 A _____ 1/2 B _____

3/4 A _____ 3/4 B _____

5/6A _____ / _____ 5/6 B _____ / _____

7/8A _____ / _____ 7/8 B _____ / _____