

MT. VERNON COMMUNITY SCHOOL CORPORATION

PRE-ARRANGED ABSENCES

When a student is going to be out of school for a known absence, he/she must have a parent contact the school and turn in a completed Pre-Arranged Absence form to the school. Under normal circumstances the contact must be at least two days in advance of the absence. A one week notice is preferred. Final approval of the absence will be determined by the principal/designee. The student will be responsible for requesting make-up assignments. If no parent contact is made prior to the absence, the absence will be unexcused. All make-up work missed is due the day the student returns from the absence. (This program is not available during the summer school program.)

No pre-arranged absences will be granted during the last five days of any nine weeks grading period, during state mandated testing, when a student has accumulated ten (10) or more absences in a school year, or when the requested days would exceed that number. Pre-arranged absence days will count towards the 10 day absent limit. The student must be accompanied on the trip by a parent/guardian or grandparent.

Pre-arranged absence days may not be taken during make-up days, and a student who has an unexcused absence is not eligible for these days. Pre-arranged absence days that exceed the maximum number of absences during a school year (10) may be considered unexcused absences.

A separate application must be filed for each student. If you have not received a response from the building principal or the principal's designee within five (5) days of filing this application, please contact the school. The principal's determination is final.



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APPLICATION FOR A PRE-ARRANGED ABSENCE

Student's Name _____ Grade _____

Parent/Guardian's Name _____

Parent/Guardian's Address _____

Telephone Number(s) _____

Email _____

Other children in the family who attend a Mt. Vernon CSC School:

<u>Student's Name</u>	<u>Grade</u>	<u>School</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

We request that our child accompany us on a trip to _____

The dates that the student(s) will be absent from school are _____

The reason this trip must be taken during the school year is _____

Please list the names of the adult family member(s) who will be accompanying the child.

My signature on this form indicates that I have read and understand the rules for this program as explained on the previous page, and I agree to abide by these rules.

Parent/Guardian Signature _____

Date _____

FOR OFFICE USE ONLY

Received _____ Approved _____ Not Approved _____

Principal/Designee's Signature _____

Date Completed _____