



## Thompson School District Pre-Arranged Absence Form (Elementary)

### TSD Pre-Arranged Absence Policy

If an extended absence is anticipated, a Pre-Arranged Absence form must be completed at least **48 hours** prior to the absence. The Thompson School District *recommends* this form be completed at least *one week* prior to the pre-arranged absence. This form is available in the school office or online at <https://www.thompsonschoools.org/namaqua> (go to: “our school”, “attendance”, “pre-arranged absence form”) and must be returned to the school *prior* to the absence. As effective home-to-school partners, we know absences may sometimes have detrimental effects on a student’s academic progress, and this should be considered prior to requesting a pre-arranged absence. Arrangements for completing class work should be made with teachers at *LEAST 48 hours* prior to the pre-arranged absence(s). According to district policy, pre-arranged absences **WILL** count toward the absence limit and automated attendance letters will be generated accordingly.

Student’s Name \_\_\_\_\_ Grade \_\_\_\_ Teacher \_\_\_\_\_

Date(s) of absence(s) \_\_\_\_\_ Total school days missed \_\_\_\_\_

Reason for Pre-Arranged Absence \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

#### **For School use only:**

Number of days missed so far in the school year \_\_\_\_\_, 1/2 day(s) \_\_\_\_\_, Tardies/leave early \_\_\_\_\_

Does the Teacher recommend the absence at this time? Please Circle one:      Yes      No

Comments: \_\_\_\_\_  
\_\_\_\_\_

Teachers will make recommendations based on curriculum, testing schedules and other factors; Administrators along with parents/guardians will make the final determination.

Teacher’s Signature \_\_\_\_\_

Administrator Approval Signature \_\_\_\_\_

Attendance Clerk please use PREA attendance code. Entered in IC \_\_\_\_ Date \_\_\_\_\_