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 www.ponderosapandas.com (go to: “our school”, “front office”, “forms”) 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 _____, ½ 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 ________________________