

ICS PRE-ARRANGED EXCUSED ABSENCE FORM

If families have prior knowledge that their student will be absent, they may pre-arrange for the absence to be excused by completing this pre-arranged absence form.

If the pre-arranged absences will result in the student being considered chronically absent or having a negative impact on the student's academic progress, the absences may not be excused. Teachers are **NOT** required to provide classwork or assignments in advance of an absence.

This form must be completed and returned to the Attendance Office:

Name: _____ Date(s) of Absence: _____

Circle one: Vacation College visit Bereavement Other, please explain:

Students are required to make up all work.

Parents and students are responsible for evaluating the effect of the absence on the student's grade and progress and his/her standing with the attendance policy.

To STUDENT: Your signature indicates you have informed your teachers of your planned absence.

To PARENT OR GUARDIAN: Your signature indicates that you are aware of this planned absence, that you have informed the teachers, and have considered the effect on your student's grades.

Student Signature:

Date:

Parent or Guardian Signature:

Date:

Authorized By Signature:

Date: