

# MCMICKEN HEIGHTS' PRE-ARRANGED ABSENCE FORM

This form is to be used for **any vacation** taken during the school year, regardless of the length of time away. It is also to be used for **any known absence lasting 3 days or more**, not related to a family vacation. Please be aware homework packets will be prepared and must be returned to the student's teacher. **The school's principal may need to meet with the student's parent/guardian before the absence.** Please turn this form in to the school office at least **TWO WEEKS** prior to the absence.

## FAMILY TO COMPLETE

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_

Phone Number \_\_\_\_\_

Dates of Absences \_\_\_\_\_

# of school days missed \_\_\_\_\_

Reason for Absence \_\_\_\_\_

When can you meet with the principal?  Before school  During school  After school

Would you like to meet with a counselor instead?  Before school  During school  After school  
If yes, when are you available?

**How will you maintain your student's academic skills while gone?** \_\_\_\_\_

Name \_\_\_\_\_ Relationship to Student \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please note:** *Missing any amount of classroom instruction adversely impacts a student's learning. Giving homework during the vacation/absence cannot make up for the loss of instructional time with peers and the teacher. The teacher may require additional work to be made up upon return.*

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 **TEACHER TO COMPLETE**

Overall, is the student achieving at or above grade-level?  **Yes**  **No**

Will the amount of time absent adversely affecting academic performance?  **Yes**  **No**

Other comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Teacher Signature \_\_\_\_\_ Was homework given to the student?  **Yes**  **No**



 **OFFICE TO COMPLETE**

**Appointment Day/Time** \_\_\_\_\_ with \_\_\_\_\_  
 in person  phone call  email

**Vacation Type**  unexcused VAC  Family Emergency  
 excused upon receipt of homework VPA  Bereavement  
 office approved VPA  Medical/Surgery (with doctor's note)  
 Other \_\_\_\_\_

Signature \_\_\_\_\_ Date Completed \_\_\_\_\_

Original in attendance envelope  Copy to office if 20+ days  
 Copy in student's cumulative file  Synergy updated