

 MCMICKEN HEIGHTS'
PRE-ARRANGED ABSENCE AGREEMENT

to be completed for **20 (or more) consecutive days** of absences

Student Name

Grade

Teacher

Dates of Absences

Total School Days

Reason for Absence

Plans to maintain academic skills:

I agree to the following statements:

- ☐ I understand that missing any amount of classroom instruction can adversely impact a student's learning, and that having homework during a pre-arranged absence **cannot** make up for the loss of instructional time with peers and the teacher.
- ☐ I understand that teachers are **not** required to provide assignments in advance. However, the teacher may require some work to be made up upon return.

Name

Relationship to Student

Signature

Date _____

 **SCHOOL USE ONLY**

I agree that the temporary absences, listed above, will not cause a serious adverse effect on the student's education progress, based on the plan shown to maintain academic skills.

Principal or Administrative Signature

Date _____

Attendance Office – Absence is

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Excused

☐ Unexcused

Schools are not required to use this specific form; however, any form used must comply with the following requirement:

Students who have missed 20 consecutive school days prior to the count day cannot be claimed for state funding unless there is a written agreement between a school official and the student's parent/guardian that outlines how a student's temporary absences will not cause a serious adverse effect on their educational progress. When this agreement is in place prior or immediately after the student's absences begin, the student can be claimed for two monthly count dates provided the student returns to school by the end of the school year.

When claiming a student for state funding, a copy of this form needs to be filed with the school monthly P223 enrollment report for audit purposes, and scanned and saved on the S drive each month the student is claimed for funding.

updated 06/11/2024