

## REQUEST FOR PRE-ARRANGED ABSENCE (v: 11.19.24)

*This form is for circumstances where a student will have multi-day absences related to any multi-day absences that are not related to illness or medical conditions.*

By signing below, the parent/guardian acknowledges that extended absences may have an adverse effect on their child's academic progress. The parent also understands the following:

- This form must be turned in to the school **5 days prior** to the student departure date.
- **Students** will be responsible for completing all work **upon their return**. Teachers will not be responsible for providing missed assignments and assessments prior to an extended absence.
- Students will be responsible for scheduling a time upon their return to take any missed assessments.
- If a student misses **more than 10 consecutive school days**, the student will be un-enrolled from Avon Community School Corporation and the parent/guardian will need to re-enroll the student upon their return.
  - The student is not guaranteed the same schedule when they return.
  - The student and family would need to work with the school counselor, assistant principal, and individual teachers to determine whether a credit can be earned.

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Student ID#: \_\_\_\_\_ Date: \_\_\_\_\_

**Reason for absence (please be specific):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

First Date of Absence: \_\_\_\_\_ Date returning to school: \_\_\_\_\_

Which dates, if any, are Excused (PRE up to 3 total per year) and which are Unexcused (UNX):

\_\_\_\_\_

Parent name (printed): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_