



## Prearranged Absence Form

Dr. Stacy L. Smith, Principal  
Ms. Tammy Mazelin, Counselor  
Ms. Nancy Logue, Counselor

Dr. Rebecca Coffman  
Superintendent

Mrs. Jodi Morrow, Assistant Principal  
Mrs. Annie Bulfin, Admin Asst/Registrar  
Mrs. Kristen Winters, Admin Asst/Treasurer

What follows is a reiteration of the school's policy regarding prearranged absences:

We believe that being a Four Star School is very important. School-wide attendance is one of the measurements used in determining a Four Star School. Every effort should be made to schedule vacations/trips, medical procedures, or other special activities at times other than school days. If this is unavoidable, the parent must notify the school to prearrange absences at **least two (2) school days prior to the absence**. If the school does not receive notification at least two (2) days prior to the absence, the absence may be considered unexcused. If the student has more than eight (8) days absent a year, including the vacation days, sick days or other, any days over the eight (8) days absence limit will be considered unexcused.

It is the student's responsibility to make up missed schoolwork on his/her own time. Make-up lessons will be assigned **ONLY AFTER** a child returns from his/her prearranged absence. As a general rule, students will have one day for each day's absence in which to complete make-up assignments.

Having decided to remove your child from school for a prearranged absence, please be informed of your responsibilities as stated above and your signature below indicates full acceptance of these responsibilities.

Reason: ☐ Vacation/Trip ☐ Medical ☐ Special Activity ☐ Other

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Student's Name

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Teacher's Name

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Anticipated Dates of Absence

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Today's Date

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Parent Signature

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Parent Phone Number