

REQUEST FOR PRE-ARRANGED ABSENCE

This form is intended for use when a student will have a multi-day absence that is not related to illness or medical conditions.

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

- This form must be submitted to Student Services at least five days before the student's departure date.
- Students are responsible for completing all missed work upon their return. Teachers are not responsible for providing assignments or assessments before an extended absence.
- Students must arrange a time to complete any missed assessments upon returning.
- If a student misses more than 10 consecutive school days, they will be withdrawn from Avon Community School Corporation, and the parent/guardian will need to re-enroll the student upon their return.
 - The student's original schedule may not be available upon return.
 - The student and family will work with the school counselor, assistant principal, and teachers to determine whether course credit can be earned.

Student Information

- Name: _____
- Grade: _____ Student ID #: _____ Date: _____
- Reason for Absence (be specific): _____

_____ First Date of Absence: _____ Date Returning to School: _____

Parent/Guardian Information

- Name (printed): _____
- Signature: _____ Date: _____