

DISCOVERY PRIMARY SCHOOL

EXTENDED PRE ARRANGED ABSENCE FORM

If family plans call for your student to miss 3 or more school days, you must complete this form and it will be reviewed by the principal.
Please return it to the school office at least one week PRIOR to the student's absence.

ABSENCE REQUEST

Date: _____ Student's Name: _____

Teacher: _____

Dates of Absence: _____ to _____
month/day month/day

Reason for Absence: _____

Would you like to request schoolwork to be provided during your child's absence?

Yes No

Parent/Guardian's Name: _____

Signature: _____

TEACHER'S INPUT

This student's current level of academic performance: Needs Additional Support On Track Excelling

Will this student's absence have a greater academic impact compared to their peers? If yes, please explain:

PRINCIPAL'S APPROVAL

Based on the guidelines listed below, this absence is:

Excused Unexcused

Principal/Office Staff Signature: _____

Attendance Policy

Excused Absences

Are excused when a parent/legal guardian provides the school with a valid reason for an absence. The following are considered valid reasons for an excused absence:

- Personal illness
- Medical/dental appointments for student only
- Death in the family
- Extreme family emergencies
- Educational trips
- Funerals, religious or other special observances

Prearranged Extended Absences

Students are discouraged from missing school to take trips during the school year or leaving school prior to the normal closing date. It is difficult to duplicate the classroom learning experience where group activities and in-class participation are essential to the understanding of the lessons presented. An extended absence is defined as three or more missed school days. Extended absences must be preapproved to be considered an excused absence. Fill out a Prearranged Extended Absence (PEA) Form (available in the office) at least one week prior to the first date of absence. The form states the days the child will be absent from school and is signed by the parent/guardian and if approved, signed by the principal. The advance notice allows for your child's teacher to prepare assignments that will be missed during the absence. **If the school is not notified of the prolonged absence in advance, the absence will be recorded as unexcused.** Below are a few things to keep in mind:

- Notify the office of an extended absence at least one week prior to a trip. Make up work should be requested on the Prearranged Extended Absence (PEA) Form. The responsibility for completion of all missed work rests with the student.
- Upon prior teacher approval, a photo/written journal of the trip may be an alternative to make-up work.