VVMS Pre-Arranged Absence Form

This form only needs to be filled out for absences of 5 or more days. Absences of 1-4 days can be excused by submitting dates into Infinite Campus through the Parent Portal.

Student Name: _____ Parent/Guardian Name:_____
ID #: _____ Grade: _____ Parent Phone Number(s) Cell (___) ___-_____ Home (___)___-_____
Date(s) of Absence: _____ through _____
*Leaving midday at: _____ AM / PM *Returning midday at: _____ AM / PM
*if applicable

Check one box below:

- ☐ Religious Observance
- ☐ Personal Matter/Family Vacation - Please supplement this form with a short written explanation.
- ☐ Significant Educational Opportunity - Please supplement this form with a short written explanation.
- ☐ Athletic Event - Please supplement this form with a short written explanation.

- Due to circumstances that a student will be absent during state mandated testing, please make arrangements with the Dean of Students to have the student participate at another time.

- Student/Parents/Guardians are responsible for contacting teachers and making arrangements for make-up work before turning this form into the office. **Teachers are under no obligation to allow make-up work or tests if Parents/ Guardians do not make arrangements prior to the absence.**

- This form must be complete and turned in at least 5 days prior to the absence. **Teachers are under no obligation to sign this form after the five school days, which will result in "UNEXCUSED" absence markings in those periods.**

I have read and understand the conditions listed above.

Student Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:**_____

The student has made prior arrangements with me regarding this upcoming absence.
The student understands the expectations and due dates for any make-up assignments.

Teacher Signatures Required:

1/2 A _____/_____ **1/2 B** _____/_____

3/4 A _____/_____ **3/4 B** _____/_____

5/6 A _____/_____ **5/6 B** _____/_____

7/8 A _____/_____ **7/8 B** _____/_____