



PRE-ARRANGED FORM

This form is used to request prior approval for a planned student absence to ensure academic responsibilities are addressed in advance. The principal shall have the final authority to grant “pre-arranged excused” absences.

Date _____ School of Enrollment _____ School Year _____

Student Last Name _____ First Name _____

Date of Birth _____ Student I.D. Number _____ Grade _____

I am requesting to take my child out of school for the following dates (limit 3 days):

Students not returning from pre-arranged excused absences within 3 days may be withdrawn for non-attendance.

The reason for the absence(s) is: (Please give a brief explanation)

Situations warranting a “pre-arranged excused” absence shall be for any absence which would be considered “excused”. Supporting documentation, as outlined in the Code of Student Conduct, will be required. Please follow the steps below to complete your pre-arrangement:

1. **Complete all required fields**, including student information, dates of absence, and reason for the request.
2. **Submit the completed form** either by dropping it off at the school office or by emailing it to the designated school contact.
3. **Submit the form in advance** to allow sufficient time for review and **principal approval**.
4. **Await confirmation** before considering the absence excuse.

Arrangements for make-up work shall be made in advance with the instructor of each class. The student is responsible for the completion of all work. Teachers of each class shall, to the best possible fashion for subject area, consider the assignments, grading materials and recording grades. Each teacher shall set a timeline for receiving the student’s work for credit; it will not exceed seven days. Non-excused pre-arranged absences considered “accounted for unexcused” may not be eligible for credit for make-up work.

Parent Name _____ Parent Signature _____

I approve disapprove this Pre-Arranged Excused Absence Request for the above student.

Principal Signature _____ **Date** _____