



Erin Kay, Principal

Laura Christie, Assistant Principal

Lori Karnuta, Counselor

ELEMENTARY PRE-ARRANGED ABSENCE FORM

Dear Parents,

We believe that our students' achievements are an essential part of the mission at Union Elementary School. Research shows that all students achieve higher levels when regular school attendance is not interrupted by absences.

What follows is a reiteration of the school policy regarding absences for vacations:

Prearranged absences are strongly discouraged, particularly during times of standardized testing. In the event that a child is going to be absent, the parent/guardian should notify the school office to obtain a Prearranged Absence Form (this form). Once a parent signs the form, it should be returned to the school administrative assistant. This needs to be done at least 2 days before the planned absence. If the school does not receive notification at least 2 days prior to the absence, the absence may be considered unexcused. If the student has more than eight (8) days absence a year including the vacation days, sick days or other, any days over the eight (8) days absence limit will be considered unexcused ." (per Elementary Student/Parent Handbook)

Thank you for your consideration in this matter and for being aware of the responsibilities of removing your child from school for vacation/extended absence purposes, as stated above. **Your signature below indicates acceptance of these responsibilities, particularly regarding excused vs. unexcused absences, and make-up work.** Missed lessons will be provided upon your return, so please contact your child's teacher about make-up work. As a general rule, students will have one day for each day's absence in which to complete makeup assignments. Assignments missed during family vacation will be provided upon the child's return to school from vacation. (per Elementary Student/Parent Handbook)

Thank you,
Erin Kay, Principal
Laura Christie, Assistant Principal

Absence Information:

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

First Date of Absence: _____ Return Date: _____

Student's First and Last Name: _____

Grade: _____ Teacher Name: _____

Parent's Signature: _____ Date: _____

*Location of Travel (if applicable): _____

11750 East 300 South Zionsville, IN 46077

Telephone 317.733.4007 Fax 317.733.4008 www.zcs.k12.in.us

Please return an Administrative Assistant in the main office of Union Elementary or scan/email to:
Erin Kay, Principal - ekay@zcs.k12.in.us