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*Jennifer Raycroft, Principal   Debra Pickett, Assistant Principal   Heather Burton, Counselor*

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### TRAILSIDE ELEMENTARY PREARRANGED ABSENCE FORM

Dear Parents,

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

The Zionsville Community School Corporation has set a goal for each of its schools to attain a school attendance rate of no less than 97%. What follows is a reiteration of the school policy regarding absences for vacations:

"Every effort should be made to schedule vacations and trips at times other than school days. **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.**" (pg. 15 - Elementary Student/Parent Handbook)

"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." (pg. 19 - 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, therefore please be in contact with your child's teacher regarding make-up work.

Thank you,  
Jen Raycroft, Principal  
Debra Pickett, 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: \_\_\_\_\_

4200 S 875 E Zionsville, IN 46077

Telephone 317-873-8057 Fax 317-733-4837

**Please return form to MarcheLe Edwards, Admin. Assistant, Trailside Elementary or scan/email to:**

[medwards@zcs.k12.in.us](mailto:medwards@zcs.k12.in.us)