

PREARRANGED ABSENCE NOTIFICATION

Instructions:

- Whenever possible the school must be notified 3 to 5 days in advance.
- Submit completed application to the office.
- The student / parent is responsible for requesting makeup work.
- **PLEASE NOTE:** Nevada State Law allows you to arrange absences for your child in advance. CCSD Regulation 5113 classifies up to 10 arranged absences during a school year as approved. However, arranged absences in excess of 10 during the school year are unapproved and count toward the limitation of absences. Any arranged absences for which the makeup work is not completed and submitted as required are also unapproved and count toward the limitation of absences. Students who exceed the limitation of absences in any course will receive a failing grade, and may be retained in the current grade.
- The CCSD limitation of absences is twenty (20) unapproved absences per year.

NAME OF STUDENT _____

Date(s) Requested _____

REASON FOR PREARRANGED ABSENCES(S)

Teacher _____ Room _____

PARENT SIGNATURE _____ DATE _____

Teacher: Please record the absence(s) as a "P" in the attendance folder.