



Connie Largent, Principal Kathy Drake, Assistant Principal Jessica Wetzel, Counselor

Elementary Pre-Arranged Absence Form

Dear Parents/Guardians,

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

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, a parent/guardian should obtain a Pre-Arranged Absence Form. It should be returned to the school's 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. (per 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. (per Elementary Student/Parent Handbook)

Thank you for your consideration in this matter and for being aware of the responsibilities of removing your child(ren) 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.

Thank you,
Connie Largent, Principal
Kathy Drake, Assistant Principal

Absence Information:

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

Dates of Absences: _____

Student Name(s): _____

Grade Level/Teacher: _____

Parent Signature: _____ Date: _____

7312 W. Stonegate Drive, Zionsville, IN 46077
317-873-8050

Please return to the main office or scan/email to Stonegateoffice@zcs.k12.in.us