



PRE-ARRANGED ABSENCE FORM

Student Name(s): _____

Teacher Name _____

I request a prearranged absence from school for the dates and reason specified below:

Dates Student(s) will be gone: _____

Reason: _____

Families should not schedule vacations or travel while school is in session. If a family vacation or travel must occur while school is in session, it must be prearranged. The Principal (or designee) may excuse up to five (5) school days for a prearranged absence, per student each school year. Repeated or extended absences may seriously affect the academic progress of the student which may be reflected in lower grades. Students are expected to make up any missed assignments in the same number of days missed during an excused absence. For example, missing one day, you will have one day to make up for missed work. Furthermore, excessive absences from school may be cause for denial and/or revocation of an in-district or out-of-district transfer.

Parent Signature: _____

Student Absences YTD: _____

Previous Pre-Arranged Absence: Y ___ N ___ Number of Days: _____

Principal/Designee Excused the Absences ☐

Principal/Designee DOES NOT EXCUSE the absence ☐

Principal/Designee Signature: _____