

ZCS ELEMENTARY PREARRANGED ABSENCE FORM

Dear Parents/Guardians,

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

The State of Indiana's attendance target for students in grades K-12 is ninety-four percent (94%). This means students should miss no more than ten (10) school days each school year. Students are bound by the requirements of Indiana's compulsory attendance law. The State of Indiana defines a student as chronically absent if the student misses more than ten percent of the school year for any reason.

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. Pre-arranged absences may be considered excused, provided that a student is considered in good standing, which includes not requiring a supportive attendance plan.

For pre-arranged absences exceeding ten (10) consecutive school days per semester, students may be asked to withdraw from school and re-enroll upon their return.

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.

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: _____