

Non-ACS Extracurricular Activity and Post-Secondary Visit Attendance Agreement

• Post-Secondary School Visits

High School students participating in postsecondary school visits shall be counted as present, up to four (4) school days per school year; however, the student shall only be counted present the day of the postsecondary visit. In order to be counted as present, the student must satisfy the following requirements:

- In the event a student participates in a Post-Secondary School Visit and needs to be absent from school, the student or parent/guardian is responsible for submitting this completed form through the AHS Attendance portal at least **seven (7) school days prior to the visit.**
- To be counted as present, written verification or supporting documentation must be submitted through the AHS Attendance portal within **two (2) school days following the event.**
- Students will not be counted as present on travel days for postsecondary school visits. However, up to two (2) travel days per visit may be excused if the visit meets the requirements of this policy.

• Non-ACS Extracurricular Activity Request

Arlington Community Schools supports students participating in non-school-sponsored extracurricular activities. If your student needs to miss school for one of these events, please follow the guidelines below:

- Submit this request through the AHS Attendance Portal at least **seven (7) school days prior to the visit.**
- The principal will review the student's attendance, grades, and discipline record and will make the final determination of whether the absence is excused or unexcused. The parent will be notified if request is not approved.
- Students with more than 5 unexcused absences may appeal to the Student Services Supervisor. The Supervisor's decision is final.
- Principals may approve up to 10 school days per year for non-school-sponsored extracurricular activities.
- Written verification must be submitted within **two (2) school days following the event.**
- The principal will make the final determination of whether the absence is excused or unexcused.

This form must be signed by the student and parent. Signing this form signifies that all parties are aware of, understand, and agree to follow this procedure and *ACS policy 6.200*.

Once both your request and the required documentation have been reviewed, the final approval or denial will be reflected in PowerSchool.

Post-Secondary School
Name **and** Visit Date :

Non-ACS Extracurricular Activity
Event Name **and** Visit Date:

Student Name (print): _____

Student Grade : _____

Student Signature:

Parent Signature :