

TSD PRE-ARRANGED STUDENT ABSENCE FORM*For Elementary, Middle, and High School Students***For planned student absences of three (3) or more school days**

Regular attendance is important to student learning and academic progress. When students miss school, they may miss important instruction, classroom activities, discussions, assessments, and opportunities for support. Whenever possible, families are encouraged to schedule vacations, trips, and other planned activities during school breaks. When a pre-arranged absence occurs during school days, teachers are not expected to prepare homework or instructional materials in advance. After the student returns, the teacher will identify needed make-up work, when possible, and provide a reasonable timeline for completion. Some classroom learning experiences may not be able to be made up.

Please be aware that pre-arranged absences are still recorded as absences and contribute to a student's overall attendance record. Schools monitor attendance throughout the year and may contact families when a student's overall attendance becomes a concern.

Please complete and submit this form to the school office before the planned absence.

STUDENT AND ABSENCE INFORMATION

Student Name				
Grade		School	See choices below	
Dates of Absence		# of School Days Missed		
Parent/Guardian Phone or Email				
☐ CRES	☐ GPES	☐ LWES	☐ RCES	☐ SLES
☐ TES	☐ MVMS	☐ STMS	☐ THS	☐ Other: _____
Reason for the Absence				

PARENT/GUARDIAN ACKNOWLEDGMENT

By signing below, I acknowledge that regular attendance is important to my student's learning and that this absence may result in missed instruction or learning experiences. Teachers are not expected to prepare work in advance. After my student returns, the teacher(s) will identify make-up work, when possible, and provide a reasonable timeline for completion. My student is responsible, with family support, for completing the assigned work.

Parent/Guardian Signature		Date	
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SCHOOL USE ONLY

Date Received		Received By	
Administrator Review	☐ Reviewed	☐ Follow-up Needed	Initials: _____ Date: _____