

Elementary Pre-Arranged Absence Request Date:_____

Instructions:

- This form should be used for family events/vacations. This form should not be used for upcoming doctors/dental appointments, funerals and/or other absences.
- Submit Pre-Arranged Absence Request form to the School Office at least five school days prior to the first date of the absence.

Parent Portion:

Student Name:_____ Grade:_____ Teacher:_____

Total Days Out:_____ Begin Date of Absence:_____ Date Returning to School :_____

Absence Reason:

Educational Aspects of trip:

Teacher Portion:

Date Received by teacher:_____

Student will be missing (tests, assessments, events, etc.):

The student is (Teacher Initials)

_____ At level/up to date on academics

_____ Is behind and should not miss lessons at this time

Teacher comment:

Office Portion:

Current Attendance print out attached (Office Initial):_____

Unexcused Absences:_____ General Absences_____ Doctor Approved:_____

Tardies:_____ Pre-Arranged Absences:_____

Based upon review, the following decision has been made regarding this absence:

_____ Approved, this absence will not count against the 10 general absence days allotted.

_____ Approved with the following modifications:

_____ Denied based upon academics, current year attendance, and principal discretion. If student should be gone on these dates, it will be unexcused.

Parent Contact Date:_____

Signature of Principal:_____ Date:_____