CAMBRIDGE HIGH SCHOOL

Pre-Approved Absence / Participating Remotely Form

For planned absences and eligible remote participation days
(not eligible last 2 weeks of semester)

Submit Complete Form 5 School Days in Advance

This form must be complete before it is submitted: parent/student information, teacher email communication, teacher signatures, and student/parent signatures. Cambridge does not send a separate approval or denial communication after paperwork is submitted. The Attendance Office has 10 business days to update Infinite Campus after a complete form is received.

Process at a Glance

1. Complete Request	2. Email Teachers	3. Get Signatures	4. Monitor IC
Parent/student completes this form for a planned absence and/or remote participation request.	Student emails each teacher before collecting signatures so teachers can note expectations.	Each teacher signs the form. Signatures confirm awareness and planning, not approval/denial.	Attendance Office updates IC within 10 business days after complete submission. Family monitors IC.

Student and Request Information

Student name		**Grade**	
Student FCS ID		**Parent/guardian name**	
Parent/guardian phone		**Parent/guardian email**	
First absence date		**Last absence date**	
Total school days requested		**Remote participation requested?**	☐ Yes ☐ No
Reason for planned absence			
Will the student be outside the country on any requested day?	☐ Yes ☐ No	**Major assessment or required in-person activity on any requested day?**	☐ Yes ☐ No
Submitted by	☐ Student ☐ Parent/guardian	**Date submitted to Attendance Office**	

Remote Participation Requirements

The first five eligible days each semester may be processed as participating remotely when the complete form is submitted and remote participation requirements are met. These days count toward the student's remote participation allowance: 5 days per semester / 10 days per school year.

Remote participation may be used when:	Remote participation may not be used when:
the student is not outside the country, there is no summative assessment or required in-person activity, the student participates in at least 50% of the instructional day, and assigned work is submitted within 2 school days.	the student is outside the country, the absence conflicts with a summative assessment or required in-person activity, or the student does not meet participation/work-submission requirements.

Student and Parent/Guardian Acknowledgements

Read and sign before submitting	
Student acknowledgement I understand I am responsible for communicating with teachers, completing missed work, meeting remote participation requirements when applicable, and monitoring Infinite Campus.	Signature: _____ Date: _____
Parent/guardian acknowledgement I understand Cambridge does not send a separate approval/denial communication after complete paperwork is submitted. I understand Infinite Campus may take up to 10 business days to update after complete form submission, and I/we should monitor IC before contacting the Attendance Office about processing.	Signature: _____ Date: _____

CAMBRIDGE HIGH SCHOOL

Teacher Communication and Signature Page for:_____(student name)

Teacher Signature Purpose – For Online/Dual Enrollment course periods, note it in the period and course column. All 6 lines should be filled in.

Teacher signatures confirm awareness of the planned absence/remote participation request, class expectations, and any assessment conflicts. A teacher signature does not approve or deny the absence or attendance coding. The student must also email each teacher before submitting this form.

Period	Course/Online/DE	Teacher Name	Assessment/Required Activity?	Make Up or Remote Expectations	Teacher Signature/Date
1st			☐ No ☐ Yes		
2nd			☐ No ☐ Yes		
B2			☐ No ☐ Yes		
3rd			☐ No ☐ Yes		
4th/5th			☐ No ☐ Yes		
6th			☐ No ☐ Yes		
7th			☐ No ☐ Yes		

Student reminder: This page should be completed before the form is submitted to the Attendance Office. Incomplete forms may delay IC coding

Student/Parent Submission Checklist	Student Initials	Parent Initials
Student/request information complete: All dates, reason, parent/guardian contact, and remote participation questions are answered.		
Student emailed the teachers and administrator: Teachers are aware of the planned absence and can identify expectations or conflicts.		
Teacher signature page complete: Every scheduled teacher has signed or noted expectations/conflicts.		
Student and parent/guardian signed: Both acknowledgements are complete.		
Submitted at least 5 school days in advance: Late or incomplete paperwork may delay or impact coding.		

Attendance Office Use Only	Date complete form received:
Remote days processed:	Received by:
Pre-approved absence days processed:	
IC update completed date:	Processed by:
Follow-up needed? ☐ No ☐ Yes	Follow-up notes:
Assistant Principal signature:	Date:

Monitor Infinite Campus for attendance updates