

Elementary Pre-Arranged Absence Request

Parents and guardians are required to notify the school attendance officer or designee prior to leaving and the student is expected to make up all work that is missed. Requested days may be counted against a student's 10 parent-excused days.

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: _____

Today's Date: _____ Total Days Out: _____ Date Leaving: _____ Return Date: _____

Absence Reason:

Educational Aspects of trip:

Teacher Portion:

Date Received by teacher: _____

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

Please know your child will be missing classroom instruction, which may impact their continued progress.

Teacher comment:

Office Portion:

Current Attendance print out attached (Office Initial): _____

General Absences _____ Doctor Approved: _____ Unexcused Absences: _____ Tardies: _____

Based upon review and current available days the following decision has been made regarding this absence:

(Principal may indicate number of days in any combination of boxes)

_____ # of days approved and applied toward the 10 general absence days

_____ # of days approved and exempted

_____ # of days unexcused

Parent Contact Date: _____

Signature of Principal: _____ Date: _____