

PRE-ARRANGED ABSENCE FORM

POLICY ON PRE-ARRANGED ABSENCES:

1. Pre-arranged conference by a parent and the principal or his appointed agent at least three days in advance of the absence.
2. Parents will be requested to fill out the highlighted areas of this form, returning form to the office for approval. The approved form will be returned to the student to obtain teachers' signatures and returned to the office upon completion becoming a part of the student's permanent record.
3. Students will be expected to receive, in advance, a written assignment from each teacher. This may be in the form of outlining specific reading, working problems, answering questions, or a special report. This must be returned to the teacher the day of re-admittance into their class.
4. The student will be held responsible for any work deemed necessary on the part of the teachers so that the student may assume his/her regular position in his/her class work.
5. Students and parents of students not following the above regulations will subject the student to deductions from grades equivalent to the work missed.
6. The state law requires that all absences not falling under excused will be recorded as unexcused on the attendance records. These records are used for future recommendations.
7. Pre-arranged absences will not be allowed during nine-week, semester, or final examinations.

REQUEST FOR PRE-ARRANGED ABSENCE: **Date of Request:** _____

Name of Student: _____

Name of Parent: _____

Date of Proposed Absence: From _____ To _____

Reason:

I have *read* and *understand* the school board policy concerning absences. I have made every effort to schedule my activities so that they do not conflict with school time.

Teachers: Initial, assignment as been given: _____

Parent's Signature **Date:** _____

Assistant Principal's Signature Date: _____