

**Edgewood Junior High School
PRE-ARRANGED ABSENCE FORM**

Administrator signature _____ Date _____

Completed form must be turned in to the office by: _____

1. The administration's philosophy is that parents have the obligation to see that their children are in attendance at school. (State funding is predicated on attendance.)
2. Parents must take the attitude that children shall be in school and plan their activities accordingly.
3. If parents request their children to be absent from school for reasons other than those excusable by policy, the following procedures must be adhered to:
 - a. This pre-arranged absence form must be completed **at least 3 days in advance** of the absence - **no exceptions**.
 - b. Parents will complete the form and this will become part of the student's permanent record.
 - c. Students will be expected to receive, in advance, assignments from teachers. This work should be presented to the teacher on the day of returning to classes. Teachers will initial below that they have been informed of the intended absence.
 - d. Students will be held responsible for any work covered during absences.
 - e. Pre-arranged absences will not be allowed during nine-week, semester, or final examinations or during state standardized testing.

REQUEST FOR PRE-ARRANGED ABSENCE

Name of student _____

Name of Parent _____

Date of proposed absence: from _____ through _____

Reason _____

I have read and understand the school board policy in the Corporation Handbook concerning pre-arranged absences. I have made every effort to schedule my/our activities so that they do not conflict with scheduled school days.

Teacher initials that they are informed of absence and assignments given: _____

Parent signature _____ Date _____

Student signature _____ Date _____