

PRE-ARRANGED EXCUSED ABSENCE FORM

Name of Student	
Date(s) of Absence	
Reason for Absence	

PARENTS AND STUDENTS: Being present in class daily is always the best choice. In order to minimize the negative impact that an absence will have on academic success it is important that the student make up the work missed in a timely manner. *THERE IS NO SUBSTITUE FOR BEING IN CLASS BUT WHEN ABSENCES ARE NECESSARY PLEASE COMMUNICATE WITH YOUR TEACHERS BEFORE AND AFTER YOUR ABSENCE.*

Family Vacation Policy

We recognize there are many reasons why a family may choose to take their student out of school on a vacation; however, students cannot maximize their educational experience when they are absent. A significant amount of teaching and learning takes place during class time and can not be duplicated at home. Family vacations must be prearranged in order to be considered excused. The Prearranged Arranged Absence form must be completed and turned in 5 schools days prior to the absence. Failure to follow the procedure will result in the absence being reported as unexcused.

	Number of Absences Student currently has in this class.	Student is already behind. Missing more class is discouraged.	Student has not been timely about making up missed work in the past.	Based on past observations, student will be able to maintain grade.	Teacher's initials and comments
Per1					
Per2					
Per3					
Per4					
Per5					
Per6					

STUDENTS ARE REQUIRED TO MAKE UP ALL WORK

To the PARENT/GUARDIAN: Your signature indicates that you are aware of this planned absence, that you have read the above comments and have considered the effect on your student's grades and absences. Excused absences count towards the "term absences per-semester policy for loss of credit.

Parent/Guardian Signature _____

This form just be completed and returned to the Attendance Office 5 DAYS BEFORE you are absent.