

## PREARRANGED ABSENCE FORM

Instructions: Section A must be completed by the parent/student and teacher(s) no less than three days before absence so that the School Board Executive Committee may make a decision on the request. Take this form to each of the student's teachers and have them complete their portion of the form. After section A is complete, bring the form to the office. If the absence is approved, the student will use this form to get missing assignments or equivalent make-up work from their teacher(s).

### Section A

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Date(s) of Requested Absence: \_\_\_\_\_

Reason for Absence: \_\_\_\_\_

Check the following points which apply:

- The absence involves an opportunity that will be a new experience for the student
- The experience will be of at least equal value to that which would be obtained from school attendance
- The work missed will be made up by the student

Additional Comments:

\_\_\_\_\_  
*Parent/Guardian Signature*

\_\_\_\_\_  
*Date*

Teacher Signature

Current Letter Grade

Comments

Teacher Signature	Current Letter Grade	Comments

### Section B

The conditions under which this request will be granted are as follows:

1. The student will make up all work for missed classes or be given an equivalent homework assignment that is specific to the student's absence
2. It is the responsibility of the student to request make-up assignments from their teacher(s).
3. Administration has established the due date of \_\_\_\_\_ for all makeup work missed due to this prearranged absence.

\_\_\_\_\_  
*Executive School Board Signature*

\_\_\_\_\_  
*Date*

**For Office Use Only**

Date form turned in: \_\_\_\_\_

Number of absences to date: \_\_\_\_\_

Status of Request:  Accepted  Declined