

## PREARRANGED ABSENCE FORM

Date \_\_\_\_\_

We, \_\_\_\_\_

the parents of \_\_\_\_\_

have chosen to take our child/children out of school for the period \_\_\_\_\_

\_\_\_\_\_.

Due to missed class time we realize that this absence from school may affect academic achievement. Assignments are to be made up no later than the close of the second school day of attendance after returning from the absence unless prior arrangements are made with the instructor.

*PREARRANGED* – These may be requested in advance by the parent through the principal. The principal will then determine, through teacher input, if the student can afford to be absent for the day(s) requested. Requests should be made one week in advance using appropriate form (a blank Prearranged Absence Form can be found at the back of this book). Teachers may provide the homework two days before the absence. Assignments are to be made up no later than the close of the second school day of attendance after returning from the absence unless prior arrangements are made with the instructor. Teachers reserve the right to administer quizzes and tests as well as request that work is turned in prior to a planned absence. (This would apply only when the students have all the necessary information beforehand). Approval of the request at the principal's office only means the student will not be considered truant and will not receive zeroes for the absence. Work, which is not made up, must be considered failing work and the teachers are not required to give make-up tests or extra help in such cases. It is up to the student to acquire current classroom work upon return. To avoid misunderstandings, only trips where students are accompanied by parents will an excused absence be granted.

**It is important** that students and their parents realize that it is the responsibility of the student to initiate the contact with his/her teacher to make up work missed when the student is absent. Students have the right to make up an excused absence. For an unexcused absence, this right is forfeited and a zero is recorded in that teacher's gradebook for the missed class.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Parent Signature

