



Questions? Call/email the attendance secretary/front office. Please submit this form to the attendance/front office for recording purposes.

## **Staff Guidelines for Requesting a Pre-arranged Absence**

In the interest of focusing valuable staff time only on students with an educationally sensible explanation for school absence, students and parents are required to follow prescribed steps to arrange for school absences that do not fall within the normal “excused absence” guidelines. A form will be available in the school office for this purpose. Criteria for excusing an absence and an appeal process are listed below.

### **Supporting Factors in Excusing Pre-arranged Absences**

- Absences of 5 days or fewer
- Absences for education and significant life events
- Effort made to re-schedule during non-school days
- Lack of options for re-scheduling during non-school days
- Activity that enriches the student’s life e.g., non-school music competition

Note: Principal may excuse all or a portion of the days missed up to 5 days.

### **Process for Appeal or Pre-arranged Absence Decision**

- When students and/or parents wish to appeal the decision of a principal to not excuse a pre-arranged absence, a meeting with the principal will be scheduled.
- The principal or designee will meet with the student and/or parent to establish the basis of their disagreement with the decision.
- Using the Supporting Factors (above) as a basis, the principal or designee will issue a decision to the student and/or parent. This decision will become the official record of the school and may be used in a truancy proceeding as needed.
- Parents may appeal a decision made at the building level to the appropriate director, or superintendent or designee, whose decision is final.

For office use only:

Date submitted \_\_\_\_\_ Date entered \_\_\_\_\_ Staff initials \_\_\_\_\_