

Request for Pre-arranged Absence Form

- Complete this form for all absences that are 3 or more days in length
- Submit pre-arranged absence form to attendance/school office at least 2 days prior to the absence

Please complete the pre-arranged absence form in the following order:

1. Parent/guardian completes first section and signs

Student Name		Stud	Student Perm ID #		
Date From _	/Date	To/			
religious holi make arrange activities do r	day must be arranged in adv ements with teachers to make not lend themselves to make	vance with the teache e up work for excused up work. In these ins	er or principal to d absences with t tances, an altern	ckness, an emergency or an authorized be considered excused. The student may he understanding that some classroom ate assignment will be arranged with the a, including the length and purpose of the	
eason for A	bsence (Attach additio	nal information if	necessary)		
arent/Guar	dian Signature	Date			
ncipal's signa	iture		Date _		
ncipal's note	iture :signature(s)				
ncipal's note	:			Teacher Comments	
ncipal's note Teacher's s	:signature(s)	Work Will Be Given Upon	Work Will be Given Prior to		

4. Submit pre-arranged absence form to attendance/school office when all steps are completed.

for middle and high school students will be inactivated upon withdrawal.

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

- o 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.

<u>Process for Appeal or Pre-arranged Absence Decision</u>

- When students and/or parents wish to appeal the decision of a principal to not excuse a prearranged 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