

PLEASE RETURN TO THE WELCOME CENTER UPON COMPLETION



Prearranged Absence Form

A Prearranged Absence Form must be completed and signed by the teacher and Administrator at least *one week* prior to the scheduled absence. Please remember that extended absences have a negative impact on a child's educational progress. All absences will be considered excused or unexcused based on the discretion of the Admissions Committee.

For an excused absence, work may be made up with no grade penalty. Students will be given at least one day (from the date of return) for each day of absence to complete work. Long-term projects and regularly scheduled assignments that were announced before the absence are still due on the assigned date. If possible, teachers may provide daily assignments prior to absence (although this might not always be possible).

The following are considered valid excuses for school absence and should not be considered all-inclusive:

1. Illness of the student
2. Funeral
3. Medical / Dental Appointments for Consecutive Days
4. Court Appointments

Student Name: _____ Grade: _____

Date of Absence: _____ Date of Return: _____

Reason for Absence (Give details): _____

Parent Signature: _____ Date: _____

FOR OFFICE USE ONLY

This request was received in office on _____ and has been Approved Denied

Student and Parents have been notified: _____ Staff Initials: _____

Teachers have been notified on _____ Staff Initials: _____

Administrator Signature: _____ Date: _____