

PRE-ARRANGED/PLANNED ABSENCE FORM

School Board policy affords to parents the opportunity to take students out of school for family trips or other special circumstances. Although parents are urged to virtually eliminate these types of absences due to the negative impact they may have on their son or daughter's academic achievement, the school does realize that school schedules do not always match up with parental schedules, and that exigent circumstances do arise from time to time.

Parents wishing to take students out of school for these types of absences are ask to complete this form. The student then needs to get their teachers approval and to return the form to the office at least 3 SCHOOL DAYS in advance of the date they will be absent. Specific details about the family trip or special circumstance must accompany the request. If this absence appears to be excused and the student is in good behavioral standing and has an acceptable attendance record to date, he/she will be issued a Pre-Arranged Absence Form to have either approved or disapproved by all of his/her teachers. **If all of the student's teachers approve of the absence it will be excused in full. However, if any of the student's teachers disapprove of the absence, the student will have the absence marked as unexcused for those periods where disapproved.** Students are expected to make arrangements with their teachers prior to the absence for all make-up work.

Student Name: _____ Date(s) and Time(s) of
 Student Grade: _____ Planned Absence _____

Specific details of absence (Type of trip or special circumstance, who is involved, etc.)

Parent Signature: _____ Date: _____

DO NOT WRITE BELOW LINE-FOR OFFICE/TEACHER USE ONLY

Block	Class	Teacher Approved		Teacher Signature (State reason if not approved)
1	_____	Y	N	_____
2	_____	Y	N	_____
3	_____	Y	N	_____
4	_____	Y	N	_____
5	_____	Y	N	_____
6	_____	Y	N	_____

FINAL APPROVAL

Excused in Full? Yes No Periods Unexcused: _____

Principal/Dean of Students:

Signature _____ Date: _____

PARENTS: If this absence is not excused in full, you still have the decision of taking your son or daughter out of school or not. However, if you do, please realize the academic jeopardy in which he/she will be placed, and the impact it may have on future success.