



PRE-ARRANGED ABSENCE REQUEST

TODAY'S DATE: _____

STUDENT'S NAME: _____

HOMEROOM TEACHER: _____

I am requesting that my child be allowed a pre-arranged absence on the following date(s):

_____, for the purpose of: _____

Pre-Arranged absences will not be approved during the following circumstances:

- NWEA and ISTEP testing
- Last 4 days of the semester
- When requested absence would move the student into excessive absence status or student has surpassed the allowable number of absences.

I am making this request at least five (5) school days in advance of the absence. I understand that no more than three (3) school days may be pre-arranged per school year.

Parent's signature

OFFICE USE ONLY:

Date received: _____

___ Approved

___ Denied

Reason: _____

Principal's Signature

Date

NOTE: Absences, which occur that, do not meet the guidelines of the corporation's attendance or pre-arranged absence policies are considered unexcused and will result in a deduction of one letter grade for any work completed during that period.