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: ________________