

Pre Arranged Absence Form
(Parent Request)

While acknowledging that a variety of learning experiences take place outside of the classroom, the faculty at Sanford believes that regular attendance is vital to student success. Families should avoid scheduling vacations or travel while school is in session. However, the school understands that occasions may arise where a pre-arranged absence is unavoidable. Pursuant to district procedure, the principal may excuse up to four (4) school days for a prearranged absence per student each year.

Assignments requested for a prearranged absence will be provided to the student or parent/guardian if requested four (4) school days prior to the absence. **Please note:** Not all learning activities/opportunities can be reproduced outside of the classroom.

Students

1. PLAN AHEAD!
2. Obtain a prearranged absence form
3. Take the form to each teacher for a signature and consequential comments
4. Upon review of the "teacher comments" - parent/guardian signature is required
5. Take the form to the front office to obtain the principal's approval
6. Take a picture or ask for a copy of the form for your reference
7. Remember that your homework is due upon your return to school

Reason for absence: _____

Student Name: _____ Dates of absence: _____

Teachers initial appropriate space, list current grade, and give assignments (if necessary) on a separate paper.

Teacher Comments	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7
Will not need to make-up work							
Will require make-up work							
Will adversely affect class progress and work cannot be made up							
Puts student in danger of lower grade or failing the course							
This student absolutely should not miss class							
Current grade in class							

Parent/Guardian

I have reviewed the teacher's comments and understand the possible academic implications of my son or daughter's absence from school on the date(s) indicated above.

Parent/Guardian Signature _____

Verification

Excused absences to date: _____ Pre-arranged absences to date: _____ Unexcused absences to date: _____

<input type="checkbox"/> Request for absence approved as excused	<input type="checkbox"/> Request for absence denied - unexcused
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Principal Signature: _____