

For Office Use	
Absence Recorded	<input type="checkbox"/>
Teacher Received Copy	<input type="checkbox"/>
Date Received _____	

**HURON VALLEY SCHOOLS**  
**COUNTRY OAKS ELEMENTARY**

**PREARRANGED ABSENCE FORM**

The Huron Valley Code of Conduct states “children are expected to be in school each and every day unless the child is ill or the family is experiencing a serious family problem...We do not encourage extra vacations during the school year.” Teacher instruction time cannot possibly be replaced by make-up work. New skills and learning processes will be missed.

If you feel that this vacation is necessary and outweighs classroom instruction time, you may request a prearranged absence.

1. This form must be signed and turned in to the office one week before absence..
2. Parents taking their child out of school for a vacation may request general areas that will be covered in the classroom; however, no specific assignments will be made. Tests that are missed will be subject to make-up at the teacher’s discretion.
3. Upon return any missed work should be completed and then submitted to the teacher.

STUDENT’S NAME \_\_\_\_\_

TEACHER’S NAME \_\_\_\_\_

DATES OF ABSENCE \_\_\_\_\_

REASON FOR ABSENCE \_\_\_\_\_

SIGNATURE OF PARENT/GUARDIAN \_\_\_\_\_