



# New Berlin Elementary School

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## Permit to Take Prearranged Absence

### Completed by Parent:

Student's Name: \_\_\_\_\_

Date of absence: \_\_\_\_\_

Reason: \_\_\_\_\_

Signature of parent or guardian who is aware of this request:

\_\_\_\_\_ Date: \_\_\_\_\_

**Handbook Policy: If a vacation is not prearranged, the absence will be marked as unexcused.** A Prearranged absence is one approved by the school administration in advance of the absence. These forms should be submitted and approved 7 days in advance. If a student has excessive absences prior to the prearranged absence, the absence could be denied. Administration will discuss the situation with the parent/guardian.

Excused absences for vacation will be limited to 5 days per year. It is not possible to re-create lessons and activities missed. The missed assignments must be submitted by the deadline. One day for each day absent, plus one additional day is allowed to complete homework for the absence. For example, a student who is absent for 3 days of school has 4 days to complete makeup work. If the above stated conditions are met, all work completed within the time allotment will be graded and recorded. Failure to meet these conditions will result in the absence being treated as an unexcused absence.

### Completed By Staff:

Grade: \_\_\_\_\_ Classroom Teacher: \_\_\_\_\_

Number of Absences prior to this request: \_\_\_\_\_

Teacher Recommendation:                      Yes                      No

Teacher's Signature : \_\_\_\_\_

Prearranged Absence:      Approved                      Denied

Principal's Signature: \_\_\_\_\_