

# Prearranged Absence

Student Name \_\_\_\_\_

Date(s) of Absence \_\_\_\_\_

Reason for Absence \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

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

A pre-arranged absence is an absence for the reasonable convenience of student or parent (family). They can be excused or unexcused, depending on the reason for the absence.

A vacation or family trip taken during the school year is an unfortunate interruption to classroom work. We realize that the choice of vacation time may be dictated by an employer so that the student and parents are faced with a choice between a family trip during the school term and no trip at all. During the school year, such trips will be considered an excused absence if the following guidelines are followed:

1. No more than five (5) school days will be excused. Days in excess of five (5) will be marked as unexcused.
2. The office must be given at least one week notice by the parents that their intention is to take such a trip.
3. The student will inform each of their teachers five (5) days prior to leaving in order to secure all work that will be assigned.
4. For every day a student is absent (excused), a student will be given one (1) day to make up assignments missed during the absence. A maximum of five (5) days will be allowed for make-up work. Unusual circumstances will be subject to the discretion of the teacher.
5. If an assignment and/or test has been assigned prior to a student being absent, the student will be expected to take care of the assignment and/or test the day the student returns. Unusual circumstances will be subject to the discretion of the teacher.

It is the hope of the teachers and administration if a student knows the homework assignments before they leave, the majority of it will be finished when they return.