

# Pre-Arranged Absence Verification

Research studies have shown that school attendance and student achievement are directly related. In addition, our school receives state funding based on our daily attendance. Therefore, family vacations or other pre-arranged absences during school days are strongly discouraged.

Students that must be gone shall request a pre-arranged absence form. This form must be completed prior to the requested absence.

Today's Date: \_\_\_\_\_

Grade: \_\_\_\_\_

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

Parent's Signature: \_\_\_\_\_

Dates Requested for Absence: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

Administrator Signature: \_\_\_\_\_

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

Teachers are not *required* to give assignments prior to the absence. However, most teachers will accommodate a request for homework. Any homework that is given to the student prior to the absence must be completed and returned on the day the student returns to school. Upon returning to school, the student must make-up any work including tests, quizzes, assignments, projects and final exams that were not given to them prior to absence.