

Brentwood



Pre-Arranged Absence Request

Brentwood Elementary

(317) 839-4802

Student Name: _____ Today's Date: _____

Day(s) Requesting leave: _____

Student's Teacher _____

Reason for Absence:

VACATION: Please note that vacation days are unexcused absences. Families should plan their vacation times during one of the many times when school is not in session to avoid student absences. The granting of pre-arranged absences is not intended for adding additional vacation days to the school year, but rather for unavoidable absences or once-in-a-lifetime experiences.

Please use the following procedure for a prearranged absence:

1. Parents must sign a form for prearranged absence and submit that form ahead of time to the principal's office. Recommended submission is five days prior to the absence to allow time for processing the request.
2. If a student has already been absent for several days, a pre-arranged absence may be denied.
3. Class work missed must be made up promptly upon the student's return. Students need to check with teachers regarding an agreeable time frame for work to be completed. Teachers *may* provide make-up work ahead of time at their discretion.
4. Prearranged absences **are not considered excused absences** unless they meet the Indiana Compulsory Attendance Law criteria (illness, family funeral, absence related to family member's military deployment or return); however, make-up work will be allowed for credit.
5. Students and parents are reminded that even though make-up work will be allowed for credit, the instruction missed during class time may adversely affect their grades.

No prearranged absence will be honored during an Indiana state testing week(s) (ISTEP+, IREAD-3) or during parent teacher conferences in October. All pre-arranged absences count toward the annual total of days missed.

Parent Name (Printed): _____ Parent Signature: _____

Principal's Signature: _____ Date _____

Approved: _____ Denied: _____

Copies to:

- Teacher Listed Above
- School Nurse