

REQUEST FOR PREARRANGED ABSENCE

**To be completed & submitted by Parent/Guardian
at least one week -five (5) school days - before such absences occur.**

A SEPARATE FORM MUST BE FILLED OUT FOR EACH CHILD.

Date:	Grade:		
Student Name:	Homeroom:		
Home Phone:			
Dates of planned absence:			
Destination and reason for planned absence:			
Number of times student has been to above destination:			
Please list other family students requesting this educational travel:			
Student:	Grade:		
Parent's Signature:	Date:		
<p>This form is to be hand carried by the student to each of his/her teachers. Teachers' initials shall reflect that he/she is aware of the request and whether student is passing or failing at the present time. Specific concerns relative to student's progress and/or potential problems that will be created by the absence should be discussed by the teacher with the student, his/her parent(s) and the principal.</p>			
Teacher's Initials:	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	Teacher's Initials:	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
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OFFICE USE ONLY:

Academic Progress:	Previous prearranged absences:
Total absences to date:	Unexcused absences:
Principal's Assessment: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date:
Principal's Signature:	

Prearranged absences of up to five (5) days per year may be excused for family experiences provided they are of educational nature and have been preapproved by the administration. Parents/Guardians must fill out a form and submit it to the building principal at least one week (five (5) school days) before such absences occur if approval is sought. All work missed during the prearranged absence is the responsibility of the student to make up and should be discussed ahead of time with his/her respective teachers. Upon the student's return, homework must be completed within the same amount of school days as the experience. Unusual circumstances shall be brought to the Superintendent for review.

Building principals will apply the following criteria for determining if such absences are excused:

1. No mid-term final or standardized exams are scheduled for the days requested.
2. Student is not failing any major subjects including high school physical education.
3. Student has not been absent for more than ten percent (10%) of the school days prior to the request.
4. The number of days requested will be reduced by the number of unexcused absences already accrued.
5. Permission will be denied if a student already has three (3) or more unexcused absences.