

PRE-ARRANGED ABSENCE REQUEST FORM

I hereby request that my child _____ be excused from attendance at school on the following dates _____

The reason for this request is as follows:

I appreciate the excused release of my child on the above-mentioned date(s). I deem this to be important to my child's total growth and development; however I realize that during this absence my child may miss important class discussions and lectures that may affect his/her performance on tests or quizzes. Furthermore, I understand that my student is responsible for obtaining, prior to their absence, the work that he/she will be missing and that as much of this work as possible, including tests and quizzes, is to be completed before the absence. At their discretion individual teachers may extend the due date of some assignments for a number of days (up to five school days following the absence) considered reasonable by the teacher, but it is the student's responsibility to discuss this immediately with the staff member.

Parent's signature

Date

This request must be turned into the office at least 10 school days prior to the requested absence and is subject to administrative approval.

Principal's signature

Date

Read and understood by the student and principal when returned to the office.

Student's signature

Date