

PRE-ARRANGED ABSENCE FORM (Elementary)

This form must be submitted 1 week before planned absence.

Student		Grade		Date	
Parent/Guardian					
I request a prearranged absence	e from school for the d	dates and reas	on specifi	ed below.	
Dates:					
Reason:					
school is in session, it must be pexcuse up to five (5) school day absences may seriously affect the are expected to make up any m	prearranged. Pursuant is for a pre-arranged ab the academic progress of issed assignments in the one day to make up mate up mate in-district	to district Pro- osence, per stu of the student he same numb nissed work. Fu or out-of-dist	cedures 3 udent eac which m per of day urthermo rict transf	a family vacation or travel must occur while 122P, the Principal (or designee) may h school year. Repeated or extended ay be reflected in lower grades. Students is missed during an excused absence. For re, excessive absences from school may also fer. Sences Tardies	
Class	Teacher		Teacher	Comments	
Classroom Teacher			Initials		
Specialist (if applicable)					
Special Program (if					
applicable)					
standing and the required assig	nments for making up	the missed wo	ork. I also	bsences will affect his/her academic understand that although this may be an pility to gain mastery in their assigned	
Parent/Guardian Signature		Stu	Student Signature		
☐ Principal/Designee Excuse	ed the absences	☐ Principa	al/Desigr	nee DOES NOT EXCUSE the absences	
 Principal/Designee Signature	 Date				