



Request for Prearrange Absence

Prearranged absences are very rare occasions that take a student away from school when no other time can be arranged. This might include going to see a grandparent in failing health, a family emergency or a once in a lifetime opportunity. Any reason for prearranged absence should be considered carefully by the parent, to weigh the loss of instruction with the circumstance at hand. Whenever possible, the time away should include other school vacation days or weekends to minimize the days absent. Being out of school can be very difficult for children, as they miss critical concepts taught and practiced during that time. The staff at Discovery Elementary greatly appreciates your thoughtful consideration of any prearranged absence requests.

If your student **MUST** be out of school for any period of time for reasons other than illness, please make sure that you have completed all of the steps below:

Name of student(s) who currently attend Discovery Elementary:

Name of Student	Grade	Teacher

Parent Name: _____

Dates of absence: _____ to _____

Reason for taking student(s) out of school? _____

Please initial:

_____ I have checked with my student(s) teacher and let him or her know about the absence (including dates), and have been given an idea of what my student(s) will be missing in class. **PLEASE NOTE:** Teachers may be able to give you some selected materials to work on but are NOT required to compile homework for a voluntary absence.

_____ I have made sure that my student has turned in all of his or her library books.

I understand that the school has the right to make any absence unexcused that they find violates the school, district or state attendance policy and/or laws.

Parent Signature

Date

For Office Use Only:		
Total Absences this school year:		Total Tardies:
Excused:	Unexcused:	
<input type="checkbox"/>	Principal EXCUSES the absences _____	Date _____
<input type="checkbox"/>	Principal DOES NOT EXCUSE the absences _____	Date _____