



**PRE-ARRANGED ABSENCE FORM (Primary)**  
 This form must be submitted 1 week before planned absence.

Student \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian \_\_\_\_\_

I request a prearranged absence from school for the dates and reason specified below.

Dates: \_\_\_\_\_

Reason: \_\_\_\_\_

Families should not schedule vacations or travel while school is in session. If a family vacation or travel must occur while school is in session, it must be prearranged. Pursuant to district Procedures 3122P, the Principal (or designee) may excuse up to five (5) school days for a pre-arranged absence, per student each school year. Repeated or extended absences may seriously affect the academic progress of the student which may be reflected in lower grades. Students are expected to make up any missed assignments in the same number of days missed during an excused absence. For example, missed one day, have one day to make up missed work. Furthermore, excessive absences from school may also be cause for denial and/or revocation of an in-district or out-of-district transfer.

Total absences YTD \_\_\_\_\_ Excused Absences \_\_\_\_\_ Unexcused Absences \_\_\_\_\_ Tardies \_\_\_\_\_

Class	Teacher	Teacher Initials	Comments
Homeroom Teacher			
Specialist (if applicable)			
Special Program (if applicable)			

I have read the teacher's recommendation. I understand how my student's absences will affect his/her academic standing and the required assignments for making up the missed work. I also understand that although this may be an excused absence, any missed instruction can adversely affect my student's ability to gain mastery in their assigned subjects.

\_\_\_\_\_  
 Parent/Guardian Signature

\_\_\_\_\_  
 Student Signature

Principal/Designee Excused the absences

Principal/Designee DOES NOT EXCUSE the absences

\_\_\_\_\_  
 Principal/Designee Signature

\_\_\_\_\_  
 Date