

PRE-ARRANGED ABSENCE FORM (Secondary)

(Student's Name) _____ (grade) _____ has requested a temporary absence from school to begin on (beginning date) _____ and end on (last day of absence) _____

The reason for this absence is _____

This form is given to the student after prior parent permission is acquired by a note, phone call, email or in person. The form is to be signed by each teacher and then returned to the Attendance/Main Office prior to leaving for the pre-arranged absence. In order for the absence to be marked as excused, the reason must meet one of the accepted reasons for an absence and the form must be completed in full and returned to the office.

Excused absences include: illness, health condition or medical appointment; family emergency; religious or cultural purpose; court; post-secondary visitation or scholarship interview; absence directly related to homeless/foster care status; state recognized search and rescue activities; absences related to deployment activities of parent/guardian, absences due to disciplinary actions; absences due to student safety concerns; absence due to students migrant status, an approved activity that is consistent with district policy and mutually agreed upon by the principal/designee and parent/guardian. A school principal or designee has the authority to determine if an absences meets the above criteria for an excused absence.

Period	Course	Teacher	Teacher Initials	Comments
1				
2				
3				
4				
5				
6				
0/7				

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.

Principal EXCUSES the absences

Principal DOES NOT EXCUSE the absences

Principal/Designee Signature

Student Signature

Date

Parent/Guardian Signature

