

*This form must be submitted no less than **TWO (2) days prior** to the date of any pre-arranged absence.*

Being present in class daily is always the best choice. An absence may be approved as pre-arranged if it will not cause a **serious adverse effect on the students' educational progress**. If an absence is excused, a plan to ensure that the student does not fall behind academically during this absence must be put in place.

Student name Grade

Date(s) of planned absence Purpose of absence

Elementary Only:

Academic Plan: (Please write what your child will do while absent. This plan should be discussed with your child's teacher.)

Teacher Signature _____ Date

Middle School and High School Only:

Period	Subject	Assignments	Present Grade	# of Absences

Student Signature _____ Date

Parent/Guardian Signature _____ Date

For Office Use Only

The absences qualify as: Pre-arranged Excused Pre-arranged Unexcused

Comments:

Administrator Signature _____ Date