



Prearranged Absence Form

Student(s): _____ Grade(s): _____

Period of Absence: From _____ returning _____

Reason: _____

Student Handbook Policy

Absence from school is detrimental to the progress of the student. Class discussions and lectures cannot be repeated and make-up tests are difficult to schedule. Every effort should be made to schedule prearranged absences and medical/dental appointments to coincide with school vacations. If medical/dental appointments cannot be made during vacations, then every effort should be made to schedule them before and after school, during lunch, or during study hall.

- Prearranged absences must be requested in advance by the parent through the principal. The principal will then determine, through teacher input, if the student can afford to be absent for the day(s) requested.
- Prearranged absence forms should be submitted one week (5 school days) in advance using the appropriate form which can be found in the digital locker of TeacherEase or on the school website.
- Teachers may provide the homework two days before the absence.
- Assignments are to be made up no later than the close of the second school day of attendance after returning from the absence unless prior arrangements are made with the instructor.
- Teachers reserve the right to administer quizzes and tests as well as request that work is turned in prior to a planned absence. (This would apply only when the students have all the necessary information beforehand).
- Approval of the request at the principal's office only means the student will not be considered unexcused and will not receive zeroes for the absence. Work, which is not made up, must be considered failing work and the teachers are not required to give make-up tests or extra help in such cases.
- It is up to the student to acquire current classroom work upon return. To avoid misunderstandings, only trips where students are accompanied by parents will an excused absence be granted.
- If pre-arranged absence is not submitted or is denied, student(s) will be marked as unexcused and will not be permitted to receive assignments or allowed days to make up work upon return. Students will receive zeroes for all in-class or homework grades that day; tests will be made up; however, student will be expected to take the test on the day of return. In grades K-5 teachers may decide to give essential learning materials to students at their discretion, but those materials will be expected to be reviewed by student and parent.
- Late notice of half day absences will be permitted. Students in grades K-5 may be provided materials by the teacher; however, students in grades 6-8 will be expected to talk to their teacher to obtain the materials if they are ready. If materials are provided, the materials are expected to be returned completed upon the day the student returns. If not, it will be treated as an unexcused absence.
- The principal retains the right to make exceptions and/or amend this policy for just cause.

Parent Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Office Use Only:

Principal Signature: _____ Date Received: _____

☐ Approved ☐ Denied ☐ Communication to Staff (date/method) _____