



# Pre- Arranged Absence Form

Be sure to submit your student's pre-arranged absence form at least **three days** prior to taking off. There is a chance your student's absence may not be excused if this important step is missed, or if the absence causes a significant impact on the student's education. According to state law, the only legitimate reason for absences are: **Verified illness of the student or family member, family emergence/ bereavement, verified dental, medical (the school may require a doctor's note), pre-arranged absence.**

**Students Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

I request that my student be excused from school for the dates and reason specified below. \*\* Please note: Justification for an excused absence is based on district/state policy.

**Date(s) of Pre-Arranges Absence** \_\_\_\_\_ **thru** \_\_\_\_\_

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

**PARENT/GUARDIAN COMMITMENT:** I have read the teacher's recommendations. I understand how my student's absence 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 scholar's ability to gain mastery in their assigned subjects.

**Parent/ Guardian signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please return to school for completion of form**

**Teacher's Name:** \_\_\_\_\_

Please indicate if/how this absence may negatively affect this student's academic standing and what work assignments will be expected upon return.

Teacher Comments	YES	NO	Teacher Comments	YES	NO
This student has frequent absences			This student is at grade level in Math		
This student is reading at grade level			This student follows school rules		

**Teacher recommendation/ assignment:** \_\_\_\_\_  
 \_\_\_\_\_

**Teacher Signature:** \_\_\_\_\_

**PRINCIPAL/ADMINISTRATOR DESIGNEE:** An absence for parent-approved activities may not be approved if it poses a serious adverse effect on the student's educational progress. Parents of elementary students who have 4 unexcused absences in a month, or 10 excused or unexcused in a school year are eligible to be cited to Court for truancy.

For Office Use Only:	Excused: ____ Unexcused: ____
School Related: Yes ____ No ____	Administrator Signature: _____
Absence Code: _____	