

# Pre-arranged Absence Notification to Parents, Teachers, and Administration

Revised August 2019

- Written requests must be received by the Principal *at least 5 but not more than 14 days* prior to the absence.
- Arrangements for completing all work must be made with all teacher(s) prior to the absence.

## PART 1: Home

Student's Name \_\_\_\_\_ Date(s) of Absence \_\_\_\_\_

Destination \_\_\_\_\_

### Reason/Purpose (check one):

- Family Vacation/Hunting Trip– up to five days total per school year..... Attendance Officer Approval \_\_\_\_\_
- College Visit – up to two days for juniors, three for seniors.....Attendance Officer Approval \_\_\_\_\_
- Field Trip – Teacher/Class: \_\_\_\_\_  Job Shadowing  Medical procedure

### Parent Permission:

I approve my child's pre-arranged absence. \_\_\_\_\_  
(Parent's signature and date)

If applicable: my child has my permission to be transported on this trip in a private vehicle driven by \_\_\_\_\_

(Printed name of driver) \_\_\_\_\_ (Parent's signature and date)

## PART 2: School

Period 1: _____ (Teacher's Signature)	Is student passing this class? Circle one: Y N
Period 2: _____ (Teacher's Signature)	Is student passing this class? Circle one: Y N
Period 3: _____ (Teacher's Signature)	Is student passing this class? Circle one: Y N
Period 4: _____ (Teacher's Signature)	Is student passing this class? Circle one: Y N
Period 6: _____ (Teacher's Signature)	Is student passing this class? Circle one: Y N
Period 7: _____ (Teacher's Signature)	Is student passing this class? Circle one: Y N
Period 8: _____ (Teacher's Signature)	Is student passing this class? Circle one: Y N

### Principal: This student is...

- approved unconditionally  approved conditionally and will serve one academic detention per course failure.
- denied due to \_\_ grades, \_\_ attendance, and/or \_\_ behavior.

\_\_\_\_\_  
(Principal's Signature and Date)