

Western Reserve Elementary
Pre-Arranged Absence Request Form
Pre-Arranged Absence Notification to Parents, Teachers, and Administration

- Written requests must be received by the Principal five days prior to the absence.
- Arrangements for completing all work must be made with all teacher(s) prior to the absence.

PART 1: Information

Student's Name _____ Date(s) of Absence _____

Destination _____

Reason/Purpose (check one):

- Family Vacation/Hunting Trip (up to five days total per school year)
- Job Shadowing
- Medical Procedure

PART 2: Parent Acknowledgment

A student/family vacation will be permitted up to five (5) days total length of time providing the following conditions are met:

- ✓ A written request must be received by the principal 5 days prior to vacation. The student must meet with all of his/her teachers and complete this form before the principal will sign off.
- ✓ A student may not have missed more than 5 days of school in a given grading period, or have missed ten days of school total.
- ✓ All work must be completed within one week of returning to school.
- ✓ Assignments will normally not be available until after the student returns to school.

I approve my child's pre-arranged absence: _____
(Parent's Signature and Date)

PART 3: Notification to Teachers/Teachers of all subjects must sign!

This student has discussed with me the lessons and assignments he or she will miss and has made arrangements to complete all work.

Teacher 1: _____ (Teacher's Signature)	Is student failing this class? Circle one: Y N
Teacher 2: _____ (Teacher's Signature)	Is student failing this class? Circle one: Y N
Teacher 3: _____ (Teacher's Signature)	Is student failing this class? Circle one: Y N
Teacher 4: _____ (Teacher's Signature)	Is student failing this class? Circle one: Y N
Teacher 5: _____ (Teacher's Signature)	Is student failing this class? Circle one: Y N

PART 4: Review by School Principal

This student:

_____ is approved unconditionally.

_____ is denied approval due to grades, attendance, and/or behavior.

_____ (Principal's Signature and Date)