

*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