

Presidents Elementary Pre-Arranged Absence Form

This form must be turned in no less than ONE (1) day prior to the date of the absence.

Being present in class daily is always the best choice. A parent/guardian may request a pre-arranged absence for their student. **The parent/guardian and administrator can mutually agree that the student's absence is excused if the pre-arranged absence will not have 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 must be put in place.

Parent/Guardian

Student Name: _____ Grade Level: _____

Dates of planned absence: _____

Purpose of absence(s): _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

Academic Plan: (Please write what your child will do while absent to ensure that he/she does not fall behind academically. This plan should be discussed with your child's teacher.)

Teacher Signature: _____

Administrator

The absence qualifies as:

- Pre-arranged Excused
- Pre-arranged Unexcused

Comments:

Administrator Signature: _____