

High School Pre-Arranged Excused Absence Request

This form is recommended for 1-2 day absences and required for 3+ days. Please submit at least one week prior to planned absence. Requests submitted after an absence will not be approved.

Step 1: Absence Information

Student Name: _____ Grade: _____
 Homeroom Teacher: _____
 Dates of Absence: _____ Number School Days to be Missed: _____
 Reason for Absence: _____

Step 2: Sign Up for an Attendance Report

A sign-up sheet can be found in the attendance office. Reports are printed daily following 3rd and 6th periods.

Step 3: Teacher Signatures

Teacher: Please initial to indicate you are aware of this upcoming absence. Student is responsible for making up missed work by the deadlines set by teachers.	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8
	Teacher Initials	Current Grade						

Please Note: All absences may adversely affect academic progress.

Step 4: Parent Verification

By signing below I am stating that I am aware that this absence could adversely affect my student's academic progress, and that it is my student's responsibility to make up all assigned work within the deadlines established by his/her teacher. I understand that some classroom activities may be impossible to replicate and for my student to make up. While there may be some work available for my child to work on during their absence including projects, assignments in process and reading, I also understand that work missed may be compiled during the absence and available when the student returns. Students with access to on-line assignments and class work should be completing that during their absence if possible.

Parent Signature: _____ **Date:** _____

Forms can take up to 72 hours for processing, so please submit at least 1 week in advance of absence. Student must attach his/her absence report prior to submission to the attendance office for Administrator signature. Parents should review the attendance report prior to submission of this form for administrator approval.

Step 5: Administrator Review of Attendance and Grades Year to Date and for Prior 2 School Years

Pre-Arranged Excused Absence is: Approved Not Recommended

Administrator Signature: _____ **Date:** _____

Per board policy and procedure 3122P pre-arranged excused absence requests for students with a pattern of chronic absence the prior two years, with warning level (9-17 days absent per year) or chronic absence (18 or more days absent per year) in the current year, or students who are struggling in school (grades of D or F in 2 or more classes at secondary) the administrator will not recommend the absence, however will authorize as excused.