

**PRE-ARRANGED ABSENCE FORM**

2021 - 2022

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

**Parents:** Please explain the nature of your request below:

Dates of Absence: From \_\_\_\_\_ to \_\_\_\_\_

Parents/Guardian Signatures: \_\_\_\_\_ Date: \_\_\_\_\_

Assistant Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

1. Student **must** get signature of Mr. DiRocco or Mrs. Oles Smith **before** teachers may sign this form
- 2 **After the signed approval**, each teacher signs this form and the student must return the completed form to the Attendance Office at least **two (2) days prior to the first day of absence**.

It is **my responsibility** to get the necessary assignments from my teachers:

Student Signature: \_\_\_\_\_

Before school teacher signature (if applicable) \_\_\_\_\_

1<sup>st</sup> period teacher signature: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5/6, 6/7 period teacher signature: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2<sup>nd</sup> period teacher signature: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7/8, 8/9 period teacher signature: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3<sup>rd</sup> period teacher signature: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10<sup>th</sup> period teacher signature: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4<sup>th</sup> period teacher signature: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11<sup>th</sup> period teacher signature: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

After school teacher signature (if applicable) \_\_\_\_\_

### **Prearranged Absences:**

The Dean of Students has the authority to excuse an absence when it is judged to be in the best interest of all concerned. Students requesting an absence because of hospitalization, other educational opportunities, or vacation with parents should follow the procedures outlined below:

1. The student obtains a Prearranged Absence Form from the Attendance Office. The parent or guardian fills in the information regarding the purpose, dates of the absence, and then signs the form.
2. The student presents the signed form to the Dean of Students for approval. The Attendance Office will confirm this approval with the parents. The student then takes the approved form to the subject area teachers. The teachers may indicate the work to be made up when the student returns. If a teacher feels that the student cannot afford to miss the class time without seriously affecting the student's classroom performance or grade, the teacher will indicate this on the form.
3. After obtaining the signature and comments of all the subject area teachers, the student presents the form to the Dean of Students at least two (2) days prior to the absence. In the case of extended absence or family vacation, this form should be submitted one week in advance.
4. A copy of the completed form will be sent home in order to inform the parent or guardian of the work to be made up or the risk that the absence might entail for the student. It is the responsibility of the student to make up the work missed. Teachers are not required to take extra time for tutorial help. A student must make arrangements for staying after school to make up work if a teacher requests this. The student will receive full credit for any work promptly made up within the time determined by the teacher.
5. Prearranged absences following this procedure will be considered excused absences. These days along with absences for illness may not exceed the limit allowed for credit. Students who are on attendance probation or have been ill for several days during the academic year are not likely to receive approval. Pre-approved absences should not be requested the last week of any quarter.