

## REQUEST FOR PRE-ARRANGED ABSENCE

The securing and execution of this form is the responsibility of the student.

- I. The parents of \_\_\_\_\_ are planning to cause this student to be absent from school for \_\_\_\_\_ school days from \_\_\_\_\_ to \_\_\_\_\_ for the purpose of \_\_\_\_\_.

We request that the school cooperate with us by allowing this student to make up work for it. We realize that it is the responsibility of the student to make arrangements with each teacher to make up the work missed if our request is approved. The student is expected to have the completed form in the office not less than two school days prior to the first day of absence.

\_\_\_\_\_  
(Parent Signature)

II. ACADEMIC STANDING

The wisdom of your missing school at this time depends largely on your progress in your classes. To evaluate this and to determine if your teachers feel you can afford to be gone, you must present this form to each of your teachers and ask them to indicate your present grade standing and their opinion of your missing school. Ask them to indicate this in the spaces below.

| Subject      | Grade Standing | Teacher | Can this student afford to miss school at this time? |
|--------------|----------------|---------|--|
| English      |                |         |  |
| Math         |                |         |  |
| Science      |                |         |  |
| Soc. Studies |                |         |  |
|              |                |         |  |
|              |                |         |  |

III. ACTION TAKEN (To be filled out by the school)

Parents contacted and academic standing evaluated, and the law explained

by: \_\_\_\_\_.

Recommendation for Approval.....Yes \_\_\_\_\_ No \_\_\_\_\_

IV. VERIFICATION (To be filled out by the school)

To the parents of \_\_\_\_\_. This is to confirm that the school is aware of your plans to cause your child to be absent from school on \_\_\_\_\_. Under the circumstances, we feel that we can \_\_\_\_\_ cannot \_\_\_\_\_ cooperate with this by authorizing the student to make up the work, so far as it is possible, and to receive credit for the work..

\_\_\_\_\_  
Principal