

PRE-ARRANGED ABSENCE INFORMATION

Your son/daughter has requested a prearranged absence from school. Please read the following attendance guidelines very carefully and if you wish to obtain a prearranged absence for your son/daughter, sign the back of this form and have your son/daughter return it to the attendance office for to leaving.

1. Student must bring a signed request for prearranged absence from parent(s) to the office. This should be done at least one week in advance except in case of emergency.
2. Pick up a prearranged absence form in the school office.
3. Ask each of the student's teachers to fill in their assignments, and sign the form.
4. Get the completed form signed by the principal. Students are NOT EXCUSED until this step is complete.
5. Do all of the work as assigned by teachers.

Remember, it is the responsibility of the student to request make-up work and to check to see that all assigned work has been completed.

Certain guidelines need to be followed so you are not absent an excessive number of days and then fall behind in your class work. A guideline to follow for prearranged absences would be:

- 1 - 2 days.....moderate
- 3 - 5 days.....average
- 6 or more days.....excessive