

SCHOOL NAME
ADDRESS
Attendance Office: NUMBER
FAX: NUMBER

Student Name: _____
Student ID #: _____
Grade: _____

Secondary Prearranged Absence Form

Families should not schedule vacations or travel while school is in session. If a family vacation or travel must occur while school is in session, it must be prearranged prior to the first date of the absence and approved by the principal (or designee).

Pursuant to district Procedure 3122P, the principal (or designee) may excuse up to five (5) school days for a prearranged absence per student each school year.

Assignments requested for a prearranged absence will be provided to the student or parent/guardian if requested five (5) school days prior to the absence. **Please note:** Not all learning activities/opportunities can be reproduced outside of the classroom.

STUDENTS

1. PLAN AHEAD! Obtain prearranged absence form.
2. Bring to each teacher for a signature and consequential comments.
3. Upon review of "teacher comments" – parent/guardian signature is required.
4. Administrator signature is required before returning form to the attendance office.
5. Return completed form to the attendance office prior to the absence.

Reason for absence: _____

Date(s): _____ Time/Period: _____

Period	Subject/Class	Comments	Requested Assignment(s)	Teacher Signature
0				
1				
2				
3				
4				
5				
6				
7				

PARENTS

I have reviewed the teachers' comments and understand the possible academic implications of my son's/daughter's absence from school on the date(s) indicated above.

_____	_____	_____
Parent/guardian signature	Date	Phone
_____	_____	_____
Administrator signature	Date	Number of days excused

*****OFFICE USE ONLY*****

Verified by: _____ Date: _____

☐ Phone/Fax

☐ In person

☐ Email