

DATE \_\_\_\_\_ Principal Acknowledgement \_\_\_\_\_

## STUDENT INDIVIDUAL PRE-ARRANGED ABSENCE FORM

Pre-arranged absences are unexcused unless this form has been completed and turned in to the office **prior to the absence**. Please try to schedule appointments for after school, on Saturdays or during vacations, if possible. If it is necessary to make appointments on school days, try to make them early in the day or late in the day to minimize the amount of school missed.

Students absent for reasons other than District approved absences are considered unexcused with this exception: parents may pre-excuse their child for any reason for up to 10 days per year. If a known absence is not pre-arranged in writing, it will be considered unexcused.

Has the Teacher been notified? Yes or No

CHILD'S NAME: \_\_\_\_\_ TEACHER: \_\_\_\_\_

DATES OF REQUESTED ABSENCE: \_\_\_\_\_

REASON FOR ABSENCE: \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_

ASSIGNMENTS: To be completed by teacher

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