



Pre-Arranged Absence Request Form

Complete Steps 1 & 2 and turn in to the Registrar/Office at least **3 days prior** to the absence.

Step 1: Absence Information

Student Name: _____ Date of Absence(s): _____ Grade: _____

Reason for Absence (be specific): _____

Step 2: Parent Acknowledgment

Signing this form acknowledges the number of pre-arranged absences is within the allowed days per year as stated in the school handbook and all make up work, if allowed, will be completed by the due date determined by the Registrar or it WILL NOT be accepted for credit.

Parent Signature: _____ Date Submitted: _____

***High School Students ONLY:** If a student is absent from class **more than 15% of class periods in a semester for any reason (excused or unexcused), he/she will not receive credit in that class.** Also, requests must not exceed the number of permitted absences (5 days) per year nor fall on blackout dates (finals week).

Step 3: Administrative Approval

Excused Absence: All make up work due by: _____

Unexcused Absence: No make-up work allowed.

Registrar's Signature: _____ Principal's Signature: _____

Office Use:

Date Submitted: _____ Approved: _____ Denied: _____

Pre-arranged absences this year (including this request): _____

- Emailed to parents: _____
 Emailed to staff: _____
 Recorded in Renweb/FACTS: _____