



Pre-Arranged Absence Form

Please submit this form to the school office at least one week prior to the absence.

Complete one form for each student.

Student last name _____ Student first name _____ MI _____

Teacher _____ Student grade level _____

ASD Attendance Policy

A student may be excused for temporary absences when receiving satisfactory evidence of illness or other acceptable reasons. The following conditions may result in an excused absence from school:

1. Illness,
2. Death or serious illness in the immediate family,
3. Participating in a school function,
4. Attendance at a religious service, or
5. Extenuating circumstances approved by the principal.

An absence may be coded unexcused if the student demonstrates or is at risk of chronic absenteeism or is below academic proficiency. Chronic absence is missing 10 percent or more of school for any reason.

Pre-planned absence

My child will be absent from _____ to _____. Number of school days missed: _____

I acknowledge these absences may impact my child's academic and/or social progress.

Reason:

Parent/guardian name _____ Date _____

Parent/guardian signature _____ Contact phone number _____

To be filled out by principal

This absence will be coded as _____ excused _____ unexcused.

Student absences this semester, including this absence: _____.

Principal comments:

Principal signature _____ Date _____

A copy of the completed form with the principal's signature will be provided to the parent/guardian.

Make up work

When a family knows in advance their child will be absent from school for five or more days, a separate class work make-up request may be made through the school office.

Office use only

Entered in Q: _____ P-unexcused pre-arranged _____ E-excused _____ Teacher notified

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