



# 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 (if elementary) \_\_\_\_\_ Student Grade Level \_\_\_\_\_

Regular attendance plays a key role in the success of students in school. Parents/Guardians and schools share responsibility for ensuring students attend school regularly and absences are recorded accurately.

## ASD Attendance Policy

- Regular attendance is defined as missing approximately one day of school per month or fewer than five days per semester.
- All absences remain unexcused until a parent/guardian provides a satisfactory reason for the absence. Unexcused absences are considered a truancy.
- A reasonable number of absences may be excused for reasons such as illness, travel, vacations, hunting, athletic competitions, religious observances, cultural activities, emergencies, extenuating circumstances, and natural disasters.
- Students who miss more than ten percent of school days for any reason will be considered chronically absent.

## Pre-arranged 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 for absence:

Parent/Guardian Name \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Contact Phone Number \_\_\_\_\_

## To be filled out by principal

Student absences this semester, including this absence: \_\_\_\_\_

Chronically absent based on total absences this semester  Yes  No

Principal comments:

Principal signature \_\_\_\_\_ Date \_\_\_\_\_

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

Office use only

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

**Make up work**

- When a family knows in advance their child will be absent from school for three or more days, the student should notify the teacher(s) using the following make-up request
- Any work issued to a student prior to a pre-planned absence is due upon return to class unless other arrangements have been made with the teacher in advance
- Make-up work issued after a student returns is due in accordance with school district make-up policy for regular absences

Period or Subject	Teacher	Current Grade	Make-up Work



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*Educating All Students for Success in Life*

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