



Polaris K-12 School 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 _____

Teacher/Advisor _____ Student grade level _____

ASD Attendance Policy

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.

- 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-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, including my child's grade and/or credit earned.

Reason:

Parent/guardian name _____ Date _____

Parent/guardian signature _____

Make-up work

Teachers are not always able to provide work in advance of student absences. Students are responsible for coordinating with their teachers regarding any missed class time and potential make-up work. Polaris curricula involves lab, project-based & seminar class experiences which cannot be replicated and make-up work may not reflect classwork missed. Polaris secondary students take classes in a block format, and one missed class period is the equivalent of 2 missed days.

To be filled out by Principal

This absence will be coded as _____ acknowledged _____ excused _____ unexcused

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.