



# 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: \_\_\_\_\_

Family Group Teacher/Advisor \_\_\_\_\_

Student Grade: \_\_\_\_\_

## ASD Attendance Policy

Regular attendance plays a key role in the success of students in school and the responsibility for the regular attendance of a student lies with the parent of that student.

- Students are required to attend all scheduled classes unless authorized by parents for school personnel to be absent.
- Parents/Guardians are expected to contact the school to excuse their child's attendance. Absences will be marked as unexcused until a parent/guardian contacts the office. Unexcused absences are considered a truancy.
- Students who are absent for ten or more doors may be considered habitually truant.

## Pre-Arranged Absence

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

Reason: \_\_\_\_\_

**I acknowledge these absences may impact my child's academic and/or social progress, including my child's grade and/or credit earned.**

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

Parent/Guardian Signature \_\_\_\_\_

## Missed Instruction and Assignments

Teachers are not always able to provide work in advance of student absences. Students are responsible for coordinating with their teachers regarding any missed instructional time and assignments. Polaris curriculum involves labs, in-class projects, and 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 two missed days.

## Office Use Only

This absence is:  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 \_\_\_\_\_

## Secondary Student Communication Organizer for Pre-Arranged Absences



Communicating with teachers regarding your pre-arranged absence is your responsibility.

We encourage you to use the following organizer when coordinating with teachers, regarding missed instructional minutes, assignments, and expectations prior to, during, and after your pre-arranged absence.

GREEN DAYS MISSED	_____ Day(s) x 90 Minutes = _____ Missed Instructional Minutes
	Dates:
GRAY DAYS MISSED	_____ Day(s) x 90 Minutes = _____ Missed Instructional Minutes
	Dates:

<i>Period</i>	<i>Class</i>	<i>Teacher</i>	<i>Date of Communication</i>	<i>Expectations for Missed Instructional Minutes &amp; Assignments</i>
1 GRAY				
2 GREEN				
3 GRAY				
4 GREEN				
5 GRAY				
6 GREEN				

*Please initiate a conversation with your Advisor so that they are aware of your absence and can support you in communicating with your teachers. -- Safe travels!*