Pre-Arranged Absence Request Form

Please complete one form for each student.

Complete the top part of this form and return the entire form to the school office at least five school days prior to the absence. After Administrative approval it will be the parent’s responsibility to notify each teacher and obtain assignments.

Excusing absences for unique family situations will be determined upon meeting the following criteria:
1. This form must be completed and returned to the school office at least five school days before the absence.
2. The absence must not conflict with scheduled major school events (i.e. music programs and class trips).
3. The student must maintain their present grade point average or additional pre-arranged absences during the current school year may be denied.
4. Each student is allowed six (6) pre-excused absence days during the school year for family trips and Pathfinder events.
5. All exceptions to this policy will be determined by the administration.

Student: ____________________________________________________________________

Dates of Absence: ____________________________________________________________________

Reason: ___________________________________________________________________________

_________________________________________________________________________________

I agree that as parent/guardian I will see that my student will complete all assigned work according to stated policy.

Parent Signature: ___________________________ Date: ____________________
For Office Use Only

Date Request Submitted: ___________________________ Absence: □ Excused □ Unexcused

Administrator’s Signature: ___________________________ Date: __________

Teacher’s Signature: ___________________________ Date: __________

This absence is number _____ out of the allowed six excused absences for family trips and Pathfinder outings during this school year.

Administrative Comments/Concerns:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
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