

For Office Use Only:

**Excused**

**Unexcused**

Date Initially Received: \_\_\_\_\_ by \_\_\_\_\_

Administrator's Signature: \_\_\_\_\_

Date Received by Data Entry: \_\_\_\_\_

Date: \_\_\_\_\_

**ELEMENTARY**

**Pre-Arranged Absence Request**

1. Parent/Guardian will complete the pre-arranged absence request.
2. Completed forms must be given to the student's teacher(s) to fill in the grades.
- 3. Forms must be completed 5 days prior to requested dates.**
4. Students not following this procedure will receive an unexcused absence for each day they are not in school.
5. Grades and attendance will be reviewed and may prevent approval.
6. The student is responsible for checking Skyward, requesting and completing all make-up work upon return and within the timeframe outlined below from HCSD Student Progression Plan & School Procedures Handbook (page 42, Section H).

**MAKING UP WORK** A student shall be given the opportunity to make up work within two class meeting days per absence upon their return. Excused Absence work will receive full credit. Unexcused absence work will receive full credit, up to 5 days per semester. Also, the make-up rule does not apply when the work was assigned prior to the student's absence. In such cases the test(s), project(s), etc. must be turned in immediately to the teacher when the student arrives on campus unless an extension of the time has been approved by the teacher or the principal due to extenuating circumstances. If the work is not made up within the time period granted, all zeroes will remain. If a student fails as a result of incomplete work, the report card shall reflect that the grade is based on incomplete work.

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_ ID# \_\_\_\_\_

Reason for Absence \_\_\_\_\_

Dates Requested \_\_\_\_\_

To be completed by teacher(s)

Current Grades			
ELA	Math	Science	Social Studies

Comments \_\_\_\_\_

To be completed by Guidance Counselor

Attendance							
All Absences	Excused	Unexcused	Pre-arranged	Tardies	Early Dismissals	ISS	OSS

Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_

Guidance Signature \_\_\_\_\_ Date \_\_\_\_\_