**ELEMENTARY**

**PRE-ARRANGED ABSENCE REQUEST**

1. Parent/Guardian will complete the Pre-arranged absence request.
2. The completed form should be given to your child’s homeroom teacher to fill in grades.
3. Completed 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 Edline, requesting and completing all make-up work upon return and within the timeframe outlined by the teacher(s) and School Board policy.

**STUDENT’S NAME:** ___________________________ **GRADE:** ________ **ID #** ________________

**Reason for Absence(s):** ________________________________________________________________

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**Dates Requested:** ________________________________________________________________

**CURRENT GRADE**

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<tr>
<th>ELA</th>
<th>MATH</th>
<th>SCIENCE</th>
<th>S. STUDIES</th>
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**Comments:** __________________________________________________________________________

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**ATTENDANCE** (Terms 242 Screen)

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<th>EXCUSED</th>
<th>UNEXCUSED</th>
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Teacher Signature: ___________________________  Date: ___________________________

Guidance Signature: ___________________________  Date: ___________________________

Updated 7/10/17