

Excused

Unexcused

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

Administration Signature: \_\_\_\_\_

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

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

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**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 submitted **5 days prior** to requested dates.
3. Students not following this procedure will receive an unexcused absence for each day they are not in school.
4. Grades and attendance will be reviewed and may prevent approval.
5. The student/parent is responsible for checking Skyward, 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) : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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***To be completed by Teacher***

CURRENT GRADE			
ELA	MATH	SCIENCE	S. STUDIES

Comments: \_\_\_\_\_

\_\_\_\_\_

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***To be completed by Guidance Counselor***

ATTENDANCE						
ALL ABSENCES	EXCUSED	UNEXCUSED	E with * (Pre-Arranged)	TARDIES	ISS	OSS

Teacher Signature: \_\_\_\_\_

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

Guidance Signature: \_\_\_\_\_

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