



# REQUEST FOR PRE-ARRANGED ABSENCE FOR STUDENTS IN GRADES K4-5

*This form should be submitted at least a week prior to requested absence.*

**Name of Student** \_\_\_\_\_ **Grade** \_\_\_\_\_ **Date** \_\_\_\_\_

**Dates of Requested Absence** \_\_\_\_\_

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

\_\_\_\_\_

If this request is granted, I agree that my student will make up the work missed either before or immediately after the absence. Any major assignment, which is due during the absence, must be turned in before the student plans to be out. Tests and quizzes that are missed due to this absence may be taken after the student returns to school.

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Parent Signature*

## TEACHER INFORMATION

	<i>Teacher Signature</i>	<i>Make-Up Work</i>	<i>Due Date</i>
Primary Teacher:	_____	_____	_____
		_____	_____
		_____	_____
		_____	_____

Latin Teacher: \_\_\_\_\_

*At the teacher's discretion, the student may be asked to attend a tutoring session in order to understand new concepts introduced during their absence.*

\_\_\_\_\_ Approved \_\_\_\_\_ Not Approved - Reason \_\_\_\_\_

Adminstrator \_\_\_\_\_

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

Excused Absense

Unexcused Absense

