

Elementary Pre-Arranged Absence Form

Student's Name _____ Date _____

Date(s) of Absence _____

Reason for Absence _____

Parent Signature _____

Teachers: Please fill out to reflect school work assigned.

Bible	English
Math	Penmanship
Reading	Social Studies/Science
Spelling	Other Notes:

Instructions for Pre-Arranged Absences:

- *Pre-Arranged Absences may not normally exceed 5 in a semester. Unless there are exigent circumstances, every PAA after 5 in a semester will count as an Unexcused Absence and receive 2 discipline points.*
- *The student is responsible for collecting all make-up work and completing all missed assessments to turn in when student returns to school.*
- *Any days or classes missed for a family trip or special activity that causes a student to exceed twenty absences in a year will be recorded as unexcused and may jeopardize the student receiving credit for that course.*
- *Absences for family trips or special activities may not be excused during semester exams or during standardized testing unless they involve circumstances outside the family's control.*
- **Assigned work must be completed and turned in upon return to school. Makeup tests and quizzes may be arranged with the teacher and should be completed within 3 days of return.**

Administrator Signature _____