

# 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:

- 1) Parents should come by the office and sign a prearranged absence form or send in a note to the front office at least two days before leaving.
- 2) This form is to be given to your child's teacher(s) to allow them to make-up work assignments.
- 3) This form is to be signed by the administrator.
- 4) The prearranged absence must not exceed the absentee limit. Failure to comply with this procedure will result in an unexcused absence.
- 5) Prearranged absences are not permitted during semester exams for students in 9th-12th grade.
- 6) **Assigned work must be completed and turned in when student returns to school. Makeup tests and quizzes may be scheduled with the teacher and should be completed within 3 days of return.**

Administrator Signature \_\_\_\_\_