

Student #1 Name: _____ Student ID #: _____ Grade: _____ Teacher: _____	Student #2 Name: _____ Student ID #: _____ Grade: _____ Teacher: _____
Student #3 Name: _____ Student ID #: _____ Grade: _____ Teacher: _____	Student #4 Name: _____ Student ID #: _____ Grade: _____ Teacher: _____

Elementary Prearranged Absence Form

Families should not schedule vacations or travel while school is in session. If a family vacation or travel must occur while school is in session, it must be prearranged prior to the first date of the absence and approved by the principal (or designee).

Pursuant to district Procedure 3122P, the principal (or designee) may excuse up to five (5) school days for a prearranged absence per student each school year.

Assignments requested for a prearranged absence will be provided to the student or parent/guardian if requested five (5) school days prior to the absence. PLEASE NOTE: Not all learning activities/ opportunities can be reproduced outside of the classroom.

Reason for absence: _____

Date(s) of planned absence: _____

PARENTS

I have met/ communicated with my student's teacher(s) regarding this planned absence and ways for my student(s) to complete requested assignments. I am aware that this absence may affect my student's learning and being prepared for the next grade.

Parent/ Guardian Signature	Date	Phone
Administrator Signature	Date	Days Excused Days Unexcused

*****OFFICE USE ONLY*****

Verified by: _____ Date: _____
 Phone/ Fax In Person Email