

Middle School Pre-Arranged Excused Absence Request

Absences may be excused with prior approval by a building administrator. Teachers will work with students on a reasonable timeline for work completion. The student is responsible for completing work assigned by the teacher for make-up. Families are encouraged to schedule family trips during non-school dates. It is very difficult to make up lost instructional time. Please submit the form at least one week prior to the planned absence.

Step 1: Absence Information

Student Name: _____ Grade: _____

Homeroom Teacher: _____

Dates of Absence: _____ Number School Days to be Missed: _____

Reason for Absence: _____

Please Note: All absences may adversely affect academic progress.

Step 2: Parent Verification

By signing below I am stating that I am aware that this absence could adversely affect my student's academic progress, and that it is my student's responsibility to make up all assigned work within the deadlines established by his/her teacher. I understand that some classroom activities may be impossible to replicate and for my student to make up. While there may be some work available for my child to work on during their absence including projects, assignments in process, reading, and math fluency practice, I also understand that work missed may be compiled during the absence and available when the student returns. Students with access to on-line assignments and class work should be completing that during their absence if possible.

Parent Signature: _____ Date: _____

Step 3: Administrator Review of Attendance and Grades Year to Date and for Prior School Years Administrator Approval for Pre-Arranged Absence

Pre-Arranged Excused Absence is: Approved Not Recommended

Administrator Signature: _____ Date: _____

Per board policy and procedure 3122P pre-arranged excused absence requests for students with a pattern of chronic absence the prior two years, with warning level (9-17 days absent per year) or chronic absence (18 or more days absent per year) in the current year, or students who are struggling in school (grades of D or F in 2 or more classes at secondary) the administrator will not recommend the absence, however will authorize as excused.