

Prior Approval Request for Excused Absence for Family Activity/Vacation

_____ will be absent from
(m/d/y) _____ to _____, a total of _____ school days.

My child will be involved in a family activity. I understand that up to 5 days per year of family activities/vacations may be counted as excused absences and that any days in excess of that are counted as unexcused absences. I also understand that when a student accrues 10 or more unexcused absences in a year, the district is required to file neglect/truancy reports.

Parent **Printed** Signature

Parent Signature

Date

Principal's Signature

Date

FOR ATTENDANCE OFFICE USE ONLY

Excused Absence dates: _____

Unexcused Absence dates: _____

PRE-ARRANGED ABSENCE FORM

Name of Student: _____ Grade: _____

Parent(s) Name: _____ Phone: _____

I plan to be absent from _____ to and including _____
a total of _____ school days.

Reason for absence(s): _____

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Please show this form to your teachers to get your assignments.

Period 1 teacher _____ Assignment _____

Period 2 teacher _____ Assignment _____

Period 3 teacher _____ Assignment _____

Period 4 teacher _____ Assignment _____

Period 5 teacher _____ Assignment _____

Period 6 teacher _____ Assignment _____

Period 7 teacher _____ Assignment _____