

**NO PREARRANGED ABSENCES ALLOWED DURING EXAM DAYS UNLESS APPROVED BY  
THE ASSOCIATE PRINCIPAL**

**PREARRANGED ABSENCE FORM**

- A. Students must apply for the privilege of using the prearranged absence days through the attendance office. They will be given a prearranged form to be signed by their teachers and parents. This completed form must be turned in prior to the date of the prearranged absence or it will be recorded as unexcused.
- B. The building principal or his designate has the authority to grant up to five (5) days of excused absence per year for the following types of prearranged absence:
  - 1. College Visits
  - 2. Career Education Visitations
  - 3. Participation in regional and/or national contests or awards not endorsed by the I.H.S.A.
  - 4. Family vacation-qualified by the phrase "accompanied by a parent"
  - 5. Special religious events. (For additional information regarding this category, contact the Dean's Office.)
  - 6. Those other circumstances as determined by the Administration.
- C. Excused absences resulting from approved preplanned absence(s) shall be limited to 5 days per year and may not be cumulative. Any date which is in excess of these 5 days is considered to be unexcused (NO MAKEUP PRIVILEGES).
- D. A student will not be eligible for an excused absence if the request for a preplanned absence covers the final week of the quarter and/or semester.

STUDENT \_\_\_\_\_ STUDENT I.D. \_\_\_\_\_

DATE(S) \_\_\_\_\_ REASON \_\_\_\_\_

NUMBER OF PREARRANGED ABSENCES TO DATE \_\_\_\_\_

As parent of \_\_\_\_\_, I understand it is the sole responsibility of my son/daughter to secure and complete all assignments when any prearranged absence is approved: teacher assistance should not be expected. I also understand that absences from school could affect the academic achievement of my son/daughter. Students can be withdrawn from class when they have accumulated 18 absences.

PARENT SIGNATURE \_\_\_\_\_

FACULTY: This student is to notify you of his/her intention to miss your class. YOUR SIGNATURE ONLY INDICATES THAT YOU HAVE BEEN CONTACTED FOR THE APPROPRIATE ASSIGNMENTS. Please use the comment section to reveal any academic predicaments which could be caused by the absence.

PERIOD	INSTRUCTOR SIGNATURE	COMMENTS
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

DEAN'S SIGNATURE \_\_\_\_\_ COMMENTS \_\_\_\_\_

NUMBER OF EXCUSED THIS YEAR \_\_\_\_\_

NUMBER OF UNEXCUSED THIS YEAR \_\_\_\_\_