

**PRE-ARRANGED ABSENCE FORM**

Student's Name \_\_\_\_\_

Today's Date \_\_\_\_\_

Grade \_\_\_\_\_

Date(s) of Absence \_\_\_\_\_

Purpose for Absence: \_\_\_\_\_  
\_\_\_\_\_

Parent's Signature **X** \_\_\_\_\_ Parent's email: **X** \_\_\_\_\_

| <u>Period</u> | <u>Teacher</u> | <u>OK</u>                | <u>Not Recommended</u>   | <u>Teacher Comments/Signature</u> |
|---------------|----------------|--------------------------|--------------------------|-----------------------------------|
| 0.            | _____          | <input type="checkbox"/> | <input type="checkbox"/> | _____                             |
| 1.            | _____          | <input type="checkbox"/> | <input type="checkbox"/> | _____                             |
| 2.            | _____          | <input type="checkbox"/> | <input type="checkbox"/> | _____                             |
| 3.            | _____          | <input type="checkbox"/> | <input type="checkbox"/> | _____                             |
| 4.            | _____          | <input type="checkbox"/> | <input type="checkbox"/> | _____                             |
| 5.            | _____          | <input type="checkbox"/> | <input type="checkbox"/> | _____                             |
| 6.            | _____          | <input type="checkbox"/> | <input type="checkbox"/> | _____                             |
| 7.            | _____          | <input type="checkbox"/> | <input type="checkbox"/> | _____                             |

Principal's Comments: \_\_\_\_\_  
\_\_\_\_\_

**Approved**       **Not Approved**

**X** \_\_\_\_\_

**Principal's Signature**

**\* Please see reverse side for details concerning absences**

\* All absences must be reported to the school office. Absences reported to teachers or staff in lieu of the school attendance office will not be accepted. We highly discourage parents from taking their student out of school for vacation, celebrations, shopping, business appointments, etc. No refund or credit will be given for extended absences due to illness or family vacation. Any absence not specifically excused or described, as an “excused absence” will be considered unexcused.

Excessive Absences - A student who has an excess of 5 absences (excused or unexcused) per semester will receive parent notification. A student’s grade can be reduced by 10 per cent (one letter grade) for each increment of 12 absences (unrelated to illness) per semester. A student who has an “unexcused” absence from a class in excess of 11 days per semester may be dismissed from school and may fail the class with no credit earned.

**Excused Absences** - According to state law, the only legitimate reason for absences are: Verified illness of the student, bereavement, verified dental, medical, or chiropractic appointments (the school may require a doctor’s note), student’s legal or court appearance, pre-arranged absence, and/or a planned and approved missions trip.

A note dated and signed by a parent explaining the specific reason for the above absence is **required** in order for the student to receive an “excused absence.” Students are required to make up all work missed during an excused absence. Parent or students should refer to Ren Web for work assignments as soon as they realize that class will be missed. Extended illnesses will be handled on a case-by-case basis by school administration.

**Pre-Arranged Absences** - Family vacations that conflict with a student’s school attendance should be avoided. Planned absences require that a Pre-arranged Absence Form be completed by the student/parent and be signed by each of his or her teacher(s), prior to submission to the appropriate principal, preferably **one week in advance** of the requested date of absence. When completed, the form signifies the school’s knowledge of the student’s absence. Work assigned during the planned absence will be issued to the student upon return to class; time allowed to make up work will be equal to the number of school days missed for the student to receive full credit. At the discretion of each individual teacher, **some work may** be assigned in advance as well. Completion of assignments cannot fully compensate for teacher-directed classroom instruction and guided practice.

**Pre-arranged absence will not be approved for the last seven school days of *each of the two* school semesters.**