

Elementary Pre-Arranged Absence Request

Instructions:

- Submit Pre-Arranged Absence Request form to the North Woods Office at least five school days prior to the the first date of the absence.
- This form should be used for family events/vacations (lasting 3 or more days). This form should not be used for upcoming doctors/dental appointments, funerals and/or other absences. Please use a Future Absence form for these absences.

Parent Portion:

Student Name: _____ Grade: _____ Teacher: _____

Today's Date: _____ Total Days Out: _____ Date Leaving: _____ Return Date: _____

Absence Reason:

Educational Aspects of trip:

Teacher Portion:

Date Received by teacher: _____

Student will be missing (tests, assessments, events, etc.):

The student is (Teacher Initials)

____ At level/up to date on academics

____ Is behind and should not miss lessons at this time

Teacher comment:

Office Portion:

Current Attendance print out attached (Office Initial): _____

Unexcused Absences: _____ General Absences _____ Doctor Approved: _____

Tardies: _____ Pre-Arranged Absences: _____

Based upon review, the following decision has been made regarding this absence:

____ Approved, this absence will not count against the 10 general absence days allotted.

____ Denied based upon academics, current year attendance, and principal discretion. If student should be gone on these dates, it will be unexcused. Parent Contact Date: _____

____ Approved with the following modifications:

Signature of Principal: _____ Date: _____