

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:

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: _____
Parents are allowed to excuse their child from school for 10 days per school year. This does not count appointments where a note has been provided. Based on this, after this absence the student will have _____ **excused absence** and _____ **unexcused absences** for the school year.

Principal Comments:

Signature of Principal: _____ Date: _____