

PRE-ARRANGED ABSENCE FORM

STUDENT _____

DATE(S) OF ABSENCE _____

TEACHER _____ GRADE _____

REASON FOR ABSENCE: (Excused reason listed on back of this form)

SCHOOL ASSIGNMENTS:

NOTE: Students will be expected to make special arrangements with their classroom teachers to complete work assigned.

WAS WORK COMPLETED SATISFACTORILY AND HANDED IN BEFORE THE STUDENT'S ABSENCE?

CHECK ONE _____ YES

_____ NO

COMMENTS:

SIGNED: _____
(Parent)

Date

SIGNED: _____
(Teacher)

Date

SIGNED: _____
(Principal)

Date

APPROVED _____ DENIED _____

- A. Truancy means any absence of part or all of one or more days from school during which the Building Attendance Officer has not been notified of the legal cause of such absence by the parent or guardian of the absent student, and also means intermittent attendance carried on for the purpose of defeating the intent of the state attendance statutes.

"Habitual Truant" means a student who is absent from school without an acceptable excuse based on the district attendance policies for either of the following:

1. Part or all of five (5) or more days out of ten (10) consecutive days on which school is held during a school semester.
2. Part or all of ten (10) or more days on which school is held during a school semester.

- B. When a student is absent from school the parent/guardian will be required to notify the school by telephone before 11:00 A.M. each day that his/her student will not be in school. When calling the school, the parent/guardian is to give the name of the student, his/her relationship to the student, and the reason for the absence. Failure to call the appropriate school office by 11 A.M. on the day that the student is absent from school will result in the absence for that day being marked unexcused and the student may be expected to make up all of the time missed. Parents/Guardians not having access to a telephone shall contact the appropriate school office(s) by the end of the second week of school each fall to arrange for an alternate procedure with the Building Attendance Officer.

- C. Excused Absences for Students: The School Attendance Officer is empowered by the board to approve excused absences for students under the following conditions:

1. Evidence is provided that the student was not in the proper physical or mental condition to attend school or an educational program. The district may request the parent/guardian of the student to obtain a written statement from a physician, licensed psychologist, licensed chiropractor, or Christian Science Practitioner as proof of the physical and mental condition of the student. Such excuses shall be in writing, state the time for which the excuse is valid and shall not exceed thirty (30) days. Any cost incurred to obtain such a written statement shall be the responsibility of the parent/guardian.
2. A death in the immediate family or funeral of a close relative.
3. Bonafide religious holidays with five (5) days of written notice to the Building Attendance Officer.
4. A parent/guardian may request for his/her child(ren) to participate in a family vacation. The intent of this section is to provide an opportunity for students to accompany their parent(s) or guardian(s) on a vacation which cannot be scheduled when school is NOT in session. The parent/guardian is to notify the Building Attendance Officer prior to leaving on vacation with sufficient time for the student involved to confer with teachers and to complete required work in advance of the absence. **STUDENT VACATIONS OR TRIPS WITHOUT PARENT/GUARDIAN ACCOMPANIMENT ARE NOT EXCUSED ABSENCES.**
5. Medical, dental, chiropractic, optometrical, psychological, counseling, or other valid professional appointments, if such appointment cannot be scheduled during non-school hours.
6. A court appearance or other legal procedures which require attendance of the student and which cannot be scheduled during non-school hours.
7. An emergency in the family which requires the absence of the student because of family responsibilities on a short term basis.
8. Other emergencies which prevent attendance which are generally defined as acts of God or circumstances beyond the control of the student which prevents school attendance at the discretion of the Building Attendance Officer.
9. A quarantine imposed by the Public Health Officer.
10. Special circumstances, where good cause can be demonstrated, and are approved in advance by the Building Attendance Officer.