

Gina Cash
Principal

Gregory Lertora
Assistant Principal

REQUEST FOR PRE-ARRANGED ABSENCE

DEFINITION: A pre-arranged absence is one which is authorized by the parent/guardian and proceeded by completion of a pre-arranged absence form. A student may lawfully miss no more than three (3) days per year for a purpose determined by a parent/guardian. Class periods or school days missed can never be fully recovered. The school's obligation is to encourage good attendance and inform the student and family of the anticipated consequences of absence for personal or family business. The school encourages scheduling these activities at times which will not require absence from school. Please do not schedule during any assessment testing days. Check your school calendar for the exact dates. HCPSS policy* is listed below:

For absences of up to 3 days per year, the principal may determine whether the absences will be lawful/excused or unlawful/unexcused. This completed form should be submitted to the principal in advance.

For absences in excess of three days, the principal, in consultation with the administrative directors, will determine if the absences will be lawful/excused or unlawful/unexcused. If the request is for 15 consecutive days or more, the written request should be submitted two weeks in advance.

Students with unlawful absences of 10 consecutive school days or more will be withdrawn from school and may be allowed to re-enroll, provided they meet enrollment requirements upon their return.

Students returning from lawful absences have an equal number of days to complete make-up work.

PARENT/GUARDIAN SECTION: TO BE COMPLETED BEFORE PRESENTATION TO TEACHERS:

Student's Name: _____ Grade: _____ Date(s) of Planned Absence: _____

Parent/Guardian Name: _____ Number of School Days to be Missed: _____

Reason for Proposed Absence: _____

Home Phone: _____ Parent/Guardian Work Phone: _____

Parent/Guardian Signature: _____ Date: _____

ADMINISTRATIVE SECTION: TO BE COMPLETED BY SCHOOL ADMINISTRATION FOLLOWING TEACHER INPUT

Days Approved: _____ # Days Disapproved: _____

Administration Signature: _____ Number of days student used to date: _____

*Reference: HCPSS Policy 9010

See reverse side for Teacher Section

TEACHER'S SECTION:
**TO BE COMPLETED ONLY AFTER PARENT/GUARDIAN SECTION HAS
BEEN COMPLETED**

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2			
3			
4			
5			
6			
7			

Add'l Class

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(Attach additional paper, if needed)

Teacher's comments should include a student's approximate grade, a brief summary of work that will be missed, especially major tests, and an opinion as to the desirability of the absence. A teacher's signature does not indicate approval of the absence.