

Request for Pre-Arranged Absence Approval

This form must be submitted to the principal at least fourteen days before the planned absence along with supporting documentation if applicable. All absences should also be reported in ParentVUE.

Absences will not be excused unless accompanied by circumstances outlined in PWCS Regulation 724-1, Attendance and Excuses, and in no case for any period exceeding five school days without the approval of the Office of Student Services. Principals will determine, in consultation with the Office of Student Services, whether extraordinary circumstances exist.

1. The student will be responsible for obtaining his/her teacher's signatures before the pre-arranged absence using this form and returning it to the main office before the absence with a parent's signature.
2. The main office will update the student's attendance.
3. Due to the varied demands on teachers for make-up work, teachers shall have discretion to determine the type/amount of work and when students shall make up work. Teachers are not required to provide assignments in advance.

_____ will be absent from school on _____ and will return on _____ due to
Student Name Start Date End Date

Reason for Absence, please attach supporting documentation if applicable

Teachers,

Please sign below to acknowledge you are aware of this student's absence information. Please provide assignments and a make-up deadline. Make-up is to be scheduled at your convenience. It is the student's responsibility to complete all missing assignments in a timely manner and to schedule any make-up quizzes, tests and other course requirements.

1st Period _____

5th Period _____

2nd Period _____

6th Period _____

3rd Period _____

7th Period _____

4th Period _____

8th Period _____

Note: Once all teachers have signed, the student should return this form to the main office PRIOR to the requested absence.

Parent Signature

Date

Principal Signature

Date