

Request for Pre-Arranged Absence Approval

A written request for a pre-arranged absence must be given to the principal at least fourteen days prior to the planned absence. The request should contain the student’s name, reason for the absence, the dates of the absence, along with the contact telephone numbers. Family trips should be scheduled during school holidays and during summer break. Absences for family trips will not be excused unless accompanied by extraordinary circumstances, and in no case for any period exceeding five school days without the approval of the Office of Student Services. A determination of whether those circumstances exist, lies in the discretion of the principal, in collaboration with the Office of Student Services.

For additional information, please refer to PWCS Regulation 724-1, Attendance and Excuses.

Once approved:

1. The student will be responsible for obtaining his/her teacher’s signatures prior to the pre-arranged absence using this form and return it to the main office prior to the absence with a parent 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.

Pre-arranged Absence Approval Form

TO: Teachers of: _____

RE: Pre-arranged Absence

will be absent from school on _____ due to a pre-arranged absence.

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 schedule 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.

Thank you for your cooperation: Days Total: _____ Days excused _____ Days unexcused _____

1st Period _____

2nd Period _____

3rd Period _____

4th Period _____

5th Period _____

6th Period _____

7th Period _____ (* if applicable)

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 _____