Pre-Arranged Absence Form
Lower School

The completion of a Pre-Arranged Absence Form is necessary when a student will be absent from school for reasons other than illness. It is considered an "absence with parent's permission." The following criteria apply to any pre-arranged absence:

- Pre-arranged Absence form is to be completed with at least 48 hour notice provided.
- All make-up work is due the day of return to school.
- Parents are responsible for the instruction their student missed.
- Students are required to obtain and complete the work missed.
- Students are responsible to schedule and take make up tests and quizzes. Tests or quizzes must be made up immediately upon return to school. Parents of K – 5th grade students must make arrangements with their child's teacher to make up tests missed.
- Teachers may not have specific assignments ready for students before the absence; these assignments may be given to students upon their return. Students have one day for each day missed to complete the work.

Student	**Teacher/Grade**	**Date(s) of Absence**

Teacher	Subject	Assignments Due/Content and Skills to be Covered	Teacher's Initials
	Reading		
	Math		
	Language Arts		
	Science/Social Studies		
	Special Area Classes		
	Other		

Teacher Comments: _____

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_____ _____
Parent's Signature **Date**

_____ _____
Principal's Signature **Date**