

Pre-Arranged Absence Request

Student's Name: _____ Today's Date: _____

Student's Grade Level: _____ Parent's Name: _____

I am requesting that my child be allowed a pre-arranged absence on the following date(s):

Purpose of the Pre-Arranged Absence: _____

I am making this request at least five (5) school days in advance of the absence. I understand that no more than five (5) days may be pre-arranged per school year. In the event that a child must be taken from school, the following guidelines are to be followed (Failure to meet all criteria will result in an unexcused absence):

- Complete this form at least five (5) school days in advance to process the request and provide assignments.
- Planned activity must involve participation with the student's parent, guardian, or grandparent.
- A student may have up to five (5) prearranged absence days per school year.
- Planned absences are not recommended to extend vacations (Fall Break/Christmas Break/Spring Break).
- Pre-arranged absences are countable toward the permitted limit.
- No pre-arranged absence will be approved during the final eight (8) days of the semester.
- Students seeking a pre-arranged absence must be passing all classes or subjects.
- The principal may grant a waiver for emergency or unusual circumstances.

Pre-arranged absences will not be approved during the following circumstances:

- IDOE State Mandated Testing (SAT, PSAT, ILEARN and IREAD Testing)
- Last eight (8) days of the semester.
- If an attendance letter has been sent previously during the school year.

Parent's signature

Office Use Only

_____ Approved

_____ Denied because _____

Principal's Signature/Date