



Prearranged Absence Form

Mrs. Stacy L. Smith, Principal
Ms. Tammy Mazelin, Counselor
Mrs. Lauren Sanders, Counselor

Dr. Scott Robison
Superintendent

Mrs. Jodi Morrow, Assistant Principal
Mrs. Kristen Winters, Secretary/Treasurer
Mrs. Amanda Shipman, Secretary

What follows is a reiteration of the school's policy regarding prearranged absences:

We believe that being a Four Star School is very important. School-wide attendance is one of the measurements used in determining a Four Star School. Every effort should be made to schedule vacations/trips, medical procedures, or other special activities at times other than school days. If this is unavoidable, the parent must notify the school to prearrange absences at **least two (2) school days prior to the absence**. If the school does not receive notification at least two (2) days prior to the absence, the absence may be considered unexcused. If the student has more than eight (8) days absent a year, including the vacation days, sick days or other, any days over the eight (8) days absence limit will be considered unexcused.

It is the student's responsibility to make up missed schoolwork on his/her own time. Make-up lessons will be assigned **ONLY AFTER** a child returns from his/her prearranged absence. As a general rule, students will have one day for each day's absence in which to complete make-up assignments.

Having decided to remove your child from school for a prearranged absence, please be informed of your responsibilities as stated above and your signature below indicates full acceptance of these responsibilities.

Reason: Vacation/Trip Medical Special Activity Other

Student's Name

Teacher's Name

Anticipated Dates of Absence

Today's Date

Parent Signature

Parent Phone Number