



Prearranged Absence Form

Dear Parents,

We believe that our students' achievements are an essential part of the mission at Boone Meadow Elementary School. Research shows that all students achieve at higher levels when regular school attendance is not interrupted by absences. The Zionsville Community School Corporation has set a goal for each of its schools to attain a school attendance rate of no less than 97%. What follows is a reiteration of the school policy regarding absences:

"We believe that being a Four Star School (Top 25% in the State) is very important. Within the State of Indiana, school-wide attendance is one of the measurements used in determining a Four Star School. Every effort should be made to schedule vacations and trips 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. In the event that a child is going to be absent, the parent/guardian should obtain a Prearranged Absence Form from the school secretary/registrar. Once a parent signs the form, it should be returned to the registrar. This needs to be done at least 2 days before the planned absence. Prearranged absences are strongly discouraged, particularly during times of standardized testing. If the school does not receive notification at least 2 days prior to the absence, the absence may be considered unexcused. If the student has more than eight (8) days absence a year including the vacation days, any days over the eight (8) days absence limit will be considered unexcused.

The school and the state of Indiana recognize student illness, death in the family, exclusion because of exposure to contagious disease, required religious observance, medical appointments and school sanctioned activities or other absences allowed by the superintendent or permissible by law as excused absences."

Thank you for your consideration in this matter and for being aware of the responsibilities of removing your child from school, as stated above. Your signature below indicates acceptance of these responsibilities, particularly regarding excused vs. unexcused absences, and make-up work. It is up to the teacher's discretion whether to provide work prior to departing for a prearranged absence or upon your return, so please be in contact with your child's teacher regarding make-up work.

Thank you,
Tom Hundley, Principal

Student's Name _____

Grade _____ **Teacher** _____

Reason for Absence _____

First Date of Absence _____

Date Returning to School _____

Parent's Signature _____