MOUNT MADONNA SCHOOL

PRE-ARRANGED ABSENCE REQUEST FORM

(Student Name)	(Grade)	(Grade Level Administrator)	(Date(s) Absent)

Prearranged absences may be approved after completion of this form. <u>Please note that even if a trip is authorized individual teachers may not grant credit for certain missed assignments.</u>

NO PREARRANGED ABSENCES WILL BE PERMITTED:

- 1. during finals week
- 2. if the student is receiving a **D** or **F** grade in any class

Arrangements for make-up work will be determined prior to the absence. It is the responsibility of each student to contact his/her teacher(s) for the make-up assignments. Due dates for the make-up assignments will be determined by the teacher(s). The student and parent share responsibility for any loss of achievement that might occur as a result of the prearranged absence. This form must be completed at least 1 week prior to the prearranged absence. Failure to comply with the above requirements will result in the absence(s) being unexcused and penalties for unexcused absences will be assessed.

Reason(s) for absence:			
Grade Level Administrator's Signature	Approved	Denied	
Parent/Guardian Signature	Date Submitted		

Please check with each of your teachers for specific details and have them initial this request form before submitting it to the Attendance Office. Thank you.

Pd	Class	Make-up Assignments	Date Due	Teacher Initials
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

MOUNT MADONNA SCHOOL

PRE-ARRANGED ABSENCE REQUEST

On the reverse side of this cover sheet is the *Prearranged Absence Request Form*. In order to have to have your absence from school prearranged, you must follow, in sequence, the steps listed below. Failure to follow the prescribed procedure listed will result in your absence being unexcused.

All the steps below must be completed 1 week prior to the prearranged absence:

- 1. Obtain the *Prearranged Absence Request Form* from the attendance Office.
- 2. Take the form home and have a parent/guardian complete the top half of the form.
- 3. Have a parent/guardian sign the form.
- 4. Return the form to school and take it to each of your teachers to complete. Once this is completed, take the form to your school director to sign the Prearranged Absence Request Form. At this time your request may or may not be granted.
- 5. Upon completion, return the form to the Main Office.
- 6. The registrar will retain the top half for the school record and return the bottom half, with assignments, to you.
- 7. You have now successfully completed all of the steps needed for your absence from school to be prearranged.

Thank you for your cooperation.