



# Anticipated Absence Form

## Attendance Policy: Anticipated / Pre-planned absences

Whenever the family knows of an absence in advance, the family must complete an anticipated absence form and submit for approval to the principal. These absences are pre-approved at the discretion of the principal who will deem it excused or unexcused. In the event that a family takes a trip or the student is absent for an extended amount of time without prior approval, the absence will be deemed unexcused. Ten unexcused absences in a school year put a student at risk of being held back a grade and or subject to dismissal from the school.

### The following guidelines must be followed:

- 1) The Family completes the Anticipated Absence and submits it to the front office..
- 2) This form must be completed and on file at least one week prior to anticipated absence. If no form is filed, the student forfeits the opportunity to receive or submit make-up work.
- 3) No parent call for the student's absence on the day of the activity is necessary.
- 4) Written work missed due during the time of the student's absence may be submitted for full credit only if the absence is pre-approved by the principal and prior arrangements have been made with the student's teacher(s).

Date of request: \_\_\_\_\_

Student Name #1: \_\_\_\_\_ GRADE: \_\_\_\_\_ Homeroom Teacher:  
\_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

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Student Name #2: \_\_\_\_\_ GRADE: \_\_\_\_\_ Homeroom Teacher:  
\_\_\_\_\_

Student Name #3: \_\_\_\_\_ GRADE: \_\_\_\_\_ Homeroom Teacher:  
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**Date (s) of absence:** \_\_\_\_\_

**Reason for the Absence:** Please explain giving as much detail as possible.

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\*\*\*\*\* Office use only \*\*\*\*\*

Date received: \_\_\_\_\_

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_