

DULUTH HIGH SCHOOL

# PRE- ARRANGED ABSENCE/COLLEGE VISIT FORM

STUDENT ID: \_\_\_\_\_

Students Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Parent/Guardian Printed Name \_\_\_\_\_

Beginning Date: \_\_\_\_\_

Ending Date: \_\_\_\_\_

## PRE-ARRANGED ABSENCES for: College Visit or Out of Town Travel (please circle one)

The Gwinnett County Board of Education strongly advocates attendance for the entire year in order for the student to obtain maximum benefit from the educational opportunities offered. If a parent decides to allow his/her student to miss school for travel, a college visit, or for a reason considered unexcused by the State, the Board will consider the absence from school as **unexcused**.

**However, if the absence has been pre-approved by the school, the student may make up the work missed during the absence.**

1. This form is to be signed by all teachers, the parent/guardian and **turned into the Attendance Office prior to absence**.
2. This absence will count as unexcused.
3. The student may make up the work missed during the absence following the school's make-up policy.
4. Any previously assigned projects or term papers that are due during the absence must be turned into the teacher in advance or the first day the student returns to class.
5. Any work assigned by the teacher and not made up by the student, following the make-up work policy, will receive zeros.
6. Individual teachers will decide to give the student's make-up work in advance or following the absence.
7. Prearranged absences are limited to five (5) separate requests per school year.

| PERIOD | TEACHER SIGNATURE | SUBJECT | GRADE |
|--------|-------------------|---------|-------|
| 1      |                   |         |       |
| 2      |                   |         |       |
| 3      |                   |         |       |
| 4      |                   |         |       |
| 5      |                   |         |       |
| 6      |                   |         |       |
| 7      |                   |         |       |

### *College Visitation*

*A complete Pre-Arranged Absence form must be brought to the Attendance office prior to the visitation day. The student will be counted absent, but will be allowed to make up work missed.*

***I have read and understand the above conditions***

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_