



## PRE-ARRANGED ABSENCES POLICY

The Board of Education allows students to have up to 5 days of prearranged absences per school year when a student must miss school for legitimate reasons, i.e. college visits, out of town travel, social security, DMV, or immigration appointments etc. If a student has excessive absences, a pre-arranged absence may not be approved. If the pre-arranged absence is approved, The Board of Education allows school work to be made up as long as the student meets the appropriate criteria. **Pre-Arranged absences are not granted on Exam days.**

Procedure for Pre-Arranged Absence:

- The Pre-Arranged absence form is available in the Attendance Office A-2.
- The student must follow the form instructions, stating the dates and reason for the absence with a parent/guardian signature.
- Return the Pre-Arranged Absence Form to the Attendance Office A-2 for Administrator approval and signature.
- Student will then need to pick up the form and obtain teacher approval and signatures from all classes that he/she will be missing.
- The completed form must be turned into the Attendance Office A-2 **3 days prior** to the absence date.

Approval may be denied if form is received late. All requests are subject to approval of the local administration. Request to miss exam days are not approved.

