



# EAST TROY

COMMUNITY SCHOOL DISTRICT

Committed to the Growth & Success of Each Student, Each Year

## PREARRANGED ABSENCE REQUEST HIGH SCHOOL

A parent may excuse a student from school attendance by submitting a written excuse prior to the absence. A student may not be excused by a parent, under this provision, for more than ten (10) school days in a school year. Students so excused are required to make up all work missed during the absence. Absences falling into this category include discretionary absences known in advance (e.g., family vacations/travel, driver's license examinations). - Board Policy 431

The necessary information, permission and signature(s) are to be obtained by the student and turned into the Attendance Office at least 72 hours prior to proposed absence.

Student's Name: \_\_\_\_\_ Resource Teacher: \_\_\_\_\_

Date(s) of Absence: From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for Absence: \_\_\_\_\_

Note: This completed form must be returned to the attendance office with all teacher signatures. If this form is not complete and returned to the attendance office for the Principal's signature, this will not be an excused, pre-arranged absence. Questionable faculty comments or grades will result in a copy of this form being sent to parents/guardians.

Hour	Class	Current Grade	Teacher's Signature	Comments
1				
2	Resource			
3				
4				
5				
6				

Parent/Guardian's Comments:

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

Principal's Comments:

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_