

Terrace Park Elementary School
2022-2023 Pre-arranged Absence Form

This form is required for any planned school absence.

This form is not needed for illness, medical appointments, religious holidays or emergencies.

Complete sections 1 & 2 and return the form to the main office or classroom teacher at least one week prior to the planned absence. Submission of this form does not indicate excused approval for the absence.

Families are encouraged to take vacations during scheduled school breaks and non-student days. Vacations during the school year are discouraged as the amount of time a student is absent may adversely affect academic performance. Teachers are not required to gather academic work prior to school absences.

Please fill out the form for each individual student.

Section 1:

Student Name			
Grade		Teacher	
Reason for Absence			
Dates of Absence	Absent from _____ to _____		
Date Returning to School		Number of School Days Gone	
Parent/Guardian Name			
Parent/Guardian Signature		Date	

Section 2: (To be completed by the parent/guardian)

Note: Work assignments are not provided in advance. The teacher may require that classwork be made-up upon return to school. Some learning experiences (classroom discussions, science labs, etc.) can't be made up.

Parents' plan to maintain academic skills:

Section 3: (to be completed by the classroom teacher – acknowledgement of planned absence)

Teacher Signature: _____ Date: _____

Section 4: (to be completed by the office)

Days absent to date: _____ Prearranged absences to date: _____ **Attendance Secretary Initials:** _____

Admin Decision: Excused Unexcused

Admin Signature: _____ **Date:** _____