



## **PREARRANGED ABSENCE GUIDELINES**

The board of education requires that pupils enrolled in the schools of this District attend school regularly in accordance with the laws of the state.

Attendance is required of all students enrolled in the schools during the days and hours that school is in session, except when a principal excuses a student for temporary absences when he/she receives satisfactory evidence of such mental, physical, or other urgent reasons.

### **Excused Absences**

The board of education has established a process by which parents may make pre-arrangements to have their child released from school for a maximum of five (5) days during any school year. In order to have these absences considered “excused” parents must complete and present to the building principal a “Request for Prearranged Absence,” form located at grade level offices and the “Parent” section of the district website. Telephone requests will not be considered. Parents must define the nature of the activity, its duration, and its purpose. The completed request must be returned to the school office at least **THREE (3)** school days prior to the absence.

Principals shall determine if an absence is excused or unexcused by applying the following guidelines:

- 1.) If prior permission is not sought by the parent, the absence is unlawful/unexcused, unless emergency causes are given and verified.
- 2.) If a student’s frequency of absences from school prior to the request jeopardizes his/her educational progress, the absence may be denied.
- 3.) If a student is failing 2 or more core subjects, the absence may be denied.
- 4.) If a student has a medical excuse requirement or court-ordered to attend school, the absence may be denied.

### **Homework Requests**

To obtain your children's schoolwork for the trip, parents must complete and return the form to school at least **FIVE (5)** days prior to the absence.