

**PRE-ARRANGED ABSENCE FORM**

Imlay City Middle School

Date \_\_\_\_\_ Student Name \_\_\_\_\_

**Pre-Arranged Absences and Vacations**

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal to make the necessary arrangements and file a completed pre-arranged absence form in the main office. It may be possible for the student to receive certain assignments that are to be completed during the trip. All assignments and work must be made up. No more than five pre-arranged absences will be allowed per marking period. If because of extenuating circumstances a parent feels they need more than five pre-arranged days, a meeting is to be arranged with the principal to gain approval to extend the pre-arranged absences beyond the allowable limit.

If a student knows in advance that s/he is going to be absent from school, it is important that the Pre-Arranged Absence Form be completed. The forms are available in the main middle school office and should be turned in two days in advance of the planned period of absence.

**PARENT/GUARDIAN:** We ask that you sign this form indicating your approval and permission of your son's/daughter's absence and their knowledge of responsibilities for make-up work. If a teacher does not sign the form or states "Not Recommended", it is an indication that the student cannot afford to miss that amount of time in that particular class.

**DATE OF ABSENCE:** \_\_\_\_\_

**REASON OF ABSENCE:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Signature of Parent/Guardian**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Home Telephone**

The form must be:

- 1) Signed by the parent or guardian
- 2) Signed by all classroom teachers (**after parent signature**)
- 3) Returned to the office for the principal's approval.

Pre-arranged absences include: Family vacations, extended medical leave, funerals and hunting trips.

<b><u>HOUR</u></b>	<b><u>STUDENT'S SCHEDULE</u></b>	<b><u>SUBJECT GRADE</u></b>	<b><u>TEACHER INITIALS</u></b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

\_\_\_\_\_  
**Signature of Principal**

\_\_\_\_\_  
**Date**