

Arcadia High School Pre-Planned Absence Form

Pre-Planned Absence Procedure:

1. Student obtains the Pre-Planned Absence form from the office and has parent/guardian complete.
2. Student returns Pre-Planned Absence form to the office for approval. Returning the Pre-Planned Absence form to the office not in the specified time periods may result in the request being denied. The following amount of notice is requested:
 - a. Family Vacation – ONE WEEK
 - b. College Visitation – TWO DAYS
 - c. Farming – ONE DAY
 - d. Hunting – ONE WEEK
3. Student gives the Pre-Planned Absence form to each teacher to complete.
4. Assignments must be completed and returned to the teacher upon return to class to receive credit. The student is responsible for obtaining the assignments prior to the date of absence.
5. A failing grade may cause the Pre-Planned Absence to be disapproved.

I would like to request that _____ be granted a
Student's Name Grade

Pre-Planned Absence for the following date(s): From: _____ To: _____

The reason for this request is:

- _____ Family Vacation (this absence DOES count toward the 8-day limit per semester)
 _____ College Visitation (this absence DOES NOT count toward the 8-day limit per semester)
 *****Student must obtain Visitation Form from office to present to college or university representative.**
 _____ Farming (this absence DOES count toward the 8-day limit per semester)
 _____ Hunting (this absence DOES count toward the 8-day limit per semester)
 *****Valid Hunting License Must Be Presented for Approval**
 _____ **Other** _____

 Parent/Guardian Signature

 Date

 Principal Signature

 Date

Approved: Yes ___ No ___

ABSENCE MUST BE APPROVED BY PRINCIPAL PRIOR TO TEACHER SIGNATURE

<u>Period</u>	<u>Class/Teacher</u>	<u>Present Grade</u>	<u>Teacher Signature</u>
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6B/C	_____	_____	_____
7	_____	_____	_____
8	_____	_____	_____