

Upton Middle School Prearranged Absence Form

Student Name: _____ **Date:** _____

Reason for Absence: _____

Dates of Absence: _____ **thru** _____

A prearranged absence form must be used if a student is to be absent from school for three or more consecutive school days. The purpose of this form is to help parents determine the degree to which the absence will impact their student's academic progress in school. Classroom work missed during the prearranged absence must be made up upon the student's return or, when possible, in advance of the absence. Students have one day, for each day they are absent, to make up missing work. Students are expected to follow this guideline unless other arrangements have been made with the teacher. **The responsibility of initiating make-up work and turning in assignments rests with the student.**

Process

1. Parent contact (note, phone, etc.) requesting their son/daughter be excused for the prearranged period.
2. Student obtains & completes the prearranged absence form **five (5) days prior to the absence.**
3. After the prearranged absence form has been completed and signed by all of the student's teachers, the form is returned to the Attendance Office for approval by an administrator.

This Section To Be Completed by the Student's Teachers

<u>Grade</u>	<u>Teacher Comments</u>	<u>Teacher's Signature</u>
1 st Hour	_____	_____
2 nd Hour	_____	_____
3 rd Hour	_____	_____
4 th Hour	_____	_____
5 th Hour	_____	_____
6 th Hour	_____	_____

(Student Signature)	(Date)
(Parent Signature)	(Date)
(Administrator Signature)	(Date)