

TRI-CITY ELEMENTARY SCHOOL
324 WEST CHARLES STREET
BUFFALO, IL. 62515

Prearranged Absences

Prearranged absences are those days taken by students beyond those days when school is dismissed. The school personnel realize that there are certain occasions when parents/guardians feel it is necessary or beneficial for students to miss school for trips and special events. However, students and parents must realize that extra days out of the school schedule can be detrimental to the student's learning. There is valuable information that can be lost, some of which cannot be made up outside the classroom.

If a student and his/her parents wish to take extra days from school, they should complete this form. This form is available in the elementary office and should be completed and returned to the school prior to the planned absence.

DATE: _____

STUDENT'S NAME _____

PARENT/GUARDIAN NAME: _____

DATE(S) OF ABSENCE: _____

REASON: _____

CLASSROOM TEACHER: _____

I request that this time be recognized as a pre-arranged absence.

Parent/Guardian: _____

APPROVED DATE: _____

PRINCIPAL SIGNATURE _____

