

TRI-CITY ELEMENTARY SCHOOL

PRE-ARRANGED

Pre-arranged absences are those days taken by students beyond those days when school is dismissed. 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, the pre-arranged form is available on-line and should be completed and returned to the school prior to the planned absence.

STUDENT'S NAME: _____

CLASSROOM TEACHER: _____

DATE(S) OF ABSENCE: _____

REASON: _____

I request that this time be recognized as a pre-arranged absence. I understand that if these pre-arranged absences exceed the 9 days allowed per year that it will be considered as an unexcused absence.

Parent/Guardian: _____

DATE: _____ PRINCIPAL SIGNATURE _____

After principal signature, classroom teacher will receive a copy to prepare homework for the student.