

Pre-Arranged Absence Form

(For Elementary and Middle School Absences of 3-days or longer)

Student Name: _____ Class: _____

Departure Date: _____ Return Date: _____ Destination: _____

Date Received: _____ (must be 10 days in advance of absence)

Please provide work for my child for the above planned absence. I agree to:

- See that there is a regularly scheduled time for school work during the trip and to provide any additional instruction needed during this time.
- Check the work to see that it is complete and accurate.
- See that my child returns all work, completed and checked, on the first day back to school. The absence will be recorded as unexcused if this does not occur.

I also understand that the risk of falling behind when a child is away from school impacts some children more severely than others. If teachers determine my child's academic progress has been jeopardized, I understand that my child may require additional outside tutoring at parental expense to make up for it.

Parent Name: _____

Parent Signature: _____ Date: _____

Teacher Signature: _____ Date: _____

Coordinator Signature: _____ Date: _____

Head of School Signature: _____ Date: _____