

**Southern Wells Elementary School
Pre-Arranged Absence Form**



Student Name: _____ Grade: _____

Absence Date(s) Requested: _____ Teacher: _____

Dear Parents,

The policy of the Southern Wells Community Schools Board of School Trustees permits parents to request up to five (5) days for pre-arranged absences during a school year. Because regular school attendance is necessary for students to achieve at their highest level, such requests should be for activities that are unavoidable or those that cannot be accomplished during days when school is not in session. The maximum number of absences per year, not to be considered excessive, is ten (10) days. Pre-arranged days will count toward the ten (10) day limit. Requests cannot be approved for days that exceed the ten (10) day limit.

Directions: Complete and submit this form to the elementary school office no less than three (3) days prior to the first day of the requested absence. To receive credit, students are to arrange for their homework in advance of absence.

Please briefly describe the reason for the requested absence.

Parent's Signature: _____ Date submitted: _____

Approved Not approved Comments: _____

Principal's Signature: _____ Date: _____