



# Prearranged Absences

Prearranged absences are those days taken by learners 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 learners to take special educational trips/events.

However, learners and parents must realize that extra days out of the school schedule can be detrimental to the learner's in-class academics. There is valuable information that can be lost, some of which cannot be made up outside the classroom.

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

**Date:** \_\_\_\_\_

**Learner's Name:** \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_

**Date(s) of Absence:** \_\_\_\_\_

**Reason:** \_\_\_\_\_

\_\_\_\_\_

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

**Parent/Guardian Signature:** \_\_\_\_\_

\*Administration will review each request individually and will notify the family and facilitators if it is approved to be an excused absence.

\_\_\_\_\_  
Approved by Administrator

\_\_\_\_\_  
Date