

NORTH CENTRAL HIGH SCHOOL

PRE-ARRANGED ABSENCE REQUEST FORM

(Student ID) (Student Name) (Grade) (Grade Level Administrator) (Date(s) Absent)

Prearranged absences are permitted after completion of this form. Rule 5113 states that make-up work without penalty will be granted for all prearranged absences.

- NO PREARRANGED ABSENCES WILL BE PERMITTED:**
1. *during the final week of a grading period;*
 2. *during any state or township required testing;*
 3. *during the week preceding or the week following a school recess period;*
 4. *if the student is receiving below a 2.0 GPA average;*
 5. *for Take-Your-Child-to-Work-Day;*
 6. *or for any classes offered in summer school.*

Arrangements for make-up work will be determined prior to the absence. It is the responsibility of each student to contact his/her teacher(s) for the make-up assignments. Due dates for the make-up assignments will be determined by the teacher(s). The student and parent share responsibility for any loss of achievement that might occur as a result of the prearranged absence. This form must be completed at least three (3) days prior to the prearranged absence. Failure to comply with the above requirements will result in the absence(s) being unexcused and penalties for unexcused absences will be assessed.

Reason(s) for absence: _____

Grade Level Administrator's Signature _____ Approved _____ Denied _____

Parent/Guardian Signature _____ Date Submitted _____

Please check with each of your teachers for specific details and have them initial this request form before submitting it to the Attendance Office. Thank you.

Pd	Class	Make-up Assignments	Date Due	Teacher Initials
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

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On the reverse side of this cover sheet is the *Prearranged Absence Request Form*. In order to have to have your absence from school prearranged, you must follow, in sequence, the steps listed below. Failure to follow the prescribed procedure listed will result in your absence being unexcused.

All the steps below must be completed three (3) days prior to the prearranged absence:

1. Obtain the *Prearranged Absence Request Form* from the attendance Office.
2. Take the form home and have a parent/guardian complete the top half of the form.
3. Have a parent/guardian sign the form.
4. Return the form to school and have your assistant principal sign the Prearranged Absence Request Form. At this time your request may or may not be granted by the assistant principal. After obtaining your assistant principal's signature, take the form to each of your teachers.
5. Upon completion, return the form to the Attendance Office.
6. The Attendance Office secretary will retain the top half for the school record and return the bottom half, with assignments, to you.
7. You have now successfully completed all of the steps needed for your absence from school to be prearranged.

Thank you for your cooperation.