

Form

Elementary/Intermediate Pre-Arranged Absence Form

Good attendance is one of the keys to achieving your child’s full potential in the learning process. The overall rate of attendance is one of four determining factors in our accreditation rating with the Indiana Department of Education. Depending upon the time of year, absence can also have an impact on school funding.

Making up work that is missed is almost always a possibility. Making up the missed opportunity to be instructed, interacting with classmates, and receiving immediate confirmation of progress can never be recaptured. For those reasons, we want to encourage families to plan vacations so they coincide with breaks in the school calendar.

Having listed these reasons, we do understand there may be instances where such absences cannot be avoided. In those cases, we want you to be aware of the following guidelines:

1. Make-up work is not routinely sent prior to the absences.
2. Upon return, any make-up assignments must be completed with a reasonable time as determined by the teacher. Hamilton Southeastern Schools recognizes a reasonable time to be one day for each day of school missed.
3. Failure to complete make-up work will result in loss of credit for each incomplete assignment.
4. There may be instances where parents would need to teach the missed concepts.

I, _____, request a planned absence for _____

Child(ren)’s Name/Grade/Homeroom Teacher

On the following dates: _____

Explanation for absence: _____

I have read and understand the guidelines stated above.

Parent’s Signature

Date

School Official’s Signature

Date

- CC: Principal
 Counselor
 Nurse
 Teacher
 Office
 File

Form to be used for planned absences of **TWO OR MORE DAYS** by all elementary and intermediate schools.