

Pre-Arranged Absence Form

Hamilton Heights Middle/High School

Students will be expected to attend school regularly and will present a written excuse, signed by a parent/guardian in all cases of pre-arranged absences. All excuses will be handled confidentially.

Absences from school, deemed to be in the best interest of the student (for both educational and professional advancement) must receive prior approval from the principal's office. The student is responsible for making arrangements with teachers concerning tests and assignments, and should be turned in prior to the absence. Advance assignments received by the student will be due the day he/she returns to school. Students not given requested work by their teacher prior to being absent will be granted the same amount of days as they have missed to make up all past work. All classroom assignments are expected to be completed upon their respective due date. These absences will be considered excused (as long as procedures and deadlines have been met) but WILL count toward the absence total. Students can get the absence counted as a Field Trip (a Present code) if they can demonstrate that the trip is of educational value. Please review the attached requirements to make this trip educational.

Name _____ Grade _____

Date(s) of Absence _____

Type of Absence: Educational _____ Vacation _____

Explanation of Absence(s) _____

Home Phone _____ Work Phone _____

Parent Signature _____ Date _____

Student Obligation

| Class | Assignment(s) | Teacher Signature |
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For Office Use Only Date Received by Attendance Coordinator _____

Check Grades _____ Check Prior Attendance _____

Number of Days Excused _____ Number of Days Field Trip _____

Approved _____ Not Approved _____ Reason Not Approved _____

Building Administrator Signature _____

Date Received Field Trip Assignment _____

Hamilton Heights School Corporation
Prearranged Absences (HHSC Administrative Guidelines 5200)

Per policy, students are permitted to go on vacation during the school year without penalty (except the week ending each semester). The purpose of this administrative guideline is to establish standards to accommodate parents who want to take their vacations during the school year and the desire to enjoy that time as a family.

Whenever a proposed absence for vacation is requested, parents must discuss it with the building principal (or the designated school administrator). The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence.

The Board will only recognize a student's absence for a vacation as an excused absence when the student is in the company of the student's own parent(s). Parents of other students are not sufficient unless there are extenuating circumstances approved by the principal or designee. If a student is absent for any other type of vacation, the absence will be unexcused.

In the event the prearranged absence is or can be educational in nature, the administration has the ability to count these absences as "Field Trip" days, which is a present code. In order for these absences to be counted this way, it is imperative that students provide documentation of the vacation/trip and explain its educational value. HHSC understands that the ability for the student to express this is different based on the age and cognitive ability of the student. The required documentation outlined below will need to be completed in addition to any and all classroom work missed.

Documentation Requirements:

HHMS and HHHS

1-3 Day(s) Prearranged Absence Documentation Requirement

- The student and parent must fill out the Prearranged Absence Form (available in the main office), and turn it in before departing on their trip. The student will need to meet with administration prior to leaving for the vacation/trip. The student must also provide a well written, one paragraph essay along with a timeline of educational events. This will be given to administration within one week of returning from the vacation/trip. The administrator will read through the essay/timeline and mark the appropriate days as "Field Trip" days based upon the documentation. If he/she has questions he/she will contact the student and/or parent.

4+ Days Prearranged Absence Documentation Requirement

- The student and parent must fill out the Prearranged Absence Form, and turn it in before departing on their trip. The student must meet with Administration prior to leaving for the vacation/trip. The student will also be required to put together a digital presentation to present to member(s) of the administrative team at the respective building. The presentation is expected to include pictures of the experience, an outline of what was done, and effectively demonstrate the educational value of the experience. The presentation must be scheduled within one week of the student's return from their trip.