

**Pre-Arranged Absence Form**

**Hamilton Heights Primary and Elementary Schools**

Students will be expected to attend school regularly and will present a written excuse, signed by 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 have 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 \_\_\_\_\_ Teacher \_\_\_\_\_

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

Please choose one option:

Educational (Assignment Required) \_\_\_\_\_ Vacation (no Assignment Required) \_\_\_\_\_

Description of Absence(s) \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Contact Info: \_\_\_\_\_ (phone) \_\_\_\_\_ (email)

Parent and Student, please choose desired assignment:

1-3 Day(s) Pre-arranged Absence (please choose one):

\_\_\_\_ Minimum one page written report

\_\_\_\_ Minimum five minute technology presentation (PowerPoint, Prezi, etc)

\_\_\_\_ Minimum five minute verbal presentation with artifacts (pictures, maps, photos, etc)

4+ Days Pre-arranged Absence (please choose one):

\_\_\_\_ Minimum two page written report

\_\_\_\_ Minimum ten minute technology presentation (PowerPoint, Prezi, etc)

\_\_\_\_ Minimum ten minute verbal presentation with artifacts (pictures, maps, photos, etc)

*For Office Use Only*

Admin Signature \_\_\_\_\_ Date \_\_\_\_\_

Date Received by Attendance Coordinator \_\_\_\_\_

Teacher Approval of Completed Assignment:

\_\_\_\_ Assignment Completed and Satisfactory

\_\_\_\_ Assignment Completed and Not Satisfactory

\_\_\_\_ Assignment Not Completed

Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_

Attendance Recording: \_\_\_\_\_ (days) \_\_\_\_\_ (code) \_\_\_\_\_ (dates)

Copies: \_\_\_\_\_ Parent \_\_\_\_\_ File \_\_\_\_\_ Attendance \_\_\_\_\_ Teacher

Revised 4/8/2019