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

Date Received by Teacher __________________________

Teacher Approval of Completed Assignment:

___ Assignment Completed and Satisfactory

___ Assignment Completed and Not Satisfactory

___ Assignment Not Completed

Teacher Signature __________________________________________ Date __________________

Admin Signature __________________________________________ Date __________________

Attendance Recording: _______ (days) _______ (code) ___________________________________________ (dates)

Copies: _______ Parent _______ File _______ Attendance _______ Teacher

Revised 7/26/2019