

REQUEST FOR PRE-ARRANGED ABSENCE

Academic excellence is the primary goal at Chaska High School. Although learning occurs in a variety of settings, time in class is essential to learning so that students can receive instruction and contribute as members of the community of learners.

Pre-Arranged Absence Procedure

1. Pre-arranged absence form is completed by parent/guardian at least 3 school days prior to scheduled absence.
2. **Parent and student should refer to Student and Parent Rights & Responsibilities Handbook for policy.**
3. Student brings form to teachers for their signature.
4. Student returns completed form to counselor for review.
5. Student is responsible for all work missed and it is their responsibility to communicate and make arrangements with teachers for missed work.

Student Name: _____ Grade: _____

I request to be absent from school on the following dates: From: _____ to _____

The reason for my absence will be:

- Family trip accompanied by at least one parent/guardian
- College trip supported by written verification from parent or institution
- Religious retreats, church sponsored trip, seminar or convention
- Court appearance supported by documentation from court system
- Medical supported by documentation for medical personnel
- Co-curricular (non school sponsored) activity **(If this is checked, you must have approval from the AP for Activities, A. Gilbert Administrative Approval Signature: _____)**
- Other: (please explain) _____

Teacher Acknowledgement:

Hour	Course	Teacher Signature	Comments
1			
2			
3			
4			
5			
6			
7			

I understand that absences will be coded in accordance to the policy set forth in the Rights & Responsibilities Handbook.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date _____

Parent/Guardian Phone # (for verification) _____

Office Use Only:

Counselor should check for administrator signature if needed. Give to house secretary for coding and file.