

West Career and Technical Academy

Pre-Arranged Absence Notification

Instructions:

- ❖ Submit completed application in the Student Success Office/Attendance **Office at least 48 hours prior to the absence.**
- ❖ The student is responsible for requesting makeup work from all teachers and submitting it within three school days upon their return to school in order to receive credit for their work.

PLEASE NOTE:

Nevada Law allows a parent to arrange absences for a child. Per CCSD Regulation 5113, up to ten (10) prearranged absences during a school year may be deemed approved. However, arranged absences in excess of ten (10) during the school year are unapproved. Any arranged absences for which the course work is not completed and submitted as required are also unapproved and count toward the limitation of absences. Students who exceed the limitation of absences in any course will receive denial of credit and/or may be retained in the current grade. The CCSD limitation of absences is seven (7) total absences per semester.

Name of Student: _____ Student #: _____ Grade: _____

Date(s) requested: _____

Reason for absence(s):

Parent Signature: _____ Date: _____

Teachers: The student listed above has prearranged an absence for the date(s) listed. It is the student's responsibility to arrange makeup work. Please initial below to show that you have seen this form and have assigned work. Please be sure to check your attendance and verify that the date(s) listed are marked as prearranged. Thank you.

Period	Make-up Assignments	Teacher Initials
1		
2		
3		
4		
5		
6		
7		
8		