



Cub Run Elementary School

Rockingham County School Division

1451 S. Montevideo Circle

Penn Laird, VA 22846

Phone 540.289.5854 Fax 540-289-5901

Student Name: _____

Grade Level: _____

Teacher: _____

PREARRANGED ABSENCE REQUEST FORM

Date: _____

I am requesting my child, _____, be allowed to miss school from _____ through _____.

My child will return to school on _____ for a total of _____ days.

I understand that this request will be considered provided:

- My child has not already missed 10% of the total number of school days so far this year.
- My child is not on track to miss 10% of the total number of school days for the school year.
- You understand that these absences count towards your child's total absences for the school year. Once a student reaches 15 absences for any reason, an Attendance Improvement Meeting is required.
- You have spoken to your child's teacher about the absences.
- Your child is in good academic standing.
- You will work with your child during the time missed from school to ensure that the required schoolwork is completed.
- Per RCPS School Board Policy JED, **"A written request for a pre-arranged absence must be given to the principal at least fourteen days before the planned absence.** The school administrator has the discretion to excuse or unexcuse the pre-arranged absence request, based on the student's prior school absences, whether or not the student has a current attendance improvement plan, and the academic standing of the student. The student is responsible for securing all make-up work from their teachers before the pre-arranged absence(s). Due to varied demands on teachers with respect to preparing and assigning make-up work for pre-approved absences, teachers shall have discretion to decide the type and amount of such work and schedule for its completion. Teachers shall not be required to provide assignments in advance of the absences, but may do so at their discretion. Parents/guardians and students are encouraged to work with teachers before the absence to develop a plan for doing the assignments either virtually, project-based, packet work, or other "means" agreed upon by the teacher, including expected deadlines. Parents/guardians and students are expected to access assignments and class materials through the Learning Management System to the extent possible. Parents are encouraged to consider scheduling vacations around school holidays and breaks."

Parent/Guardian Signature

Date

**For Teacher to complete:*

Contact has been made with me, and I have verified good academic standing.

☐ Yes ☐ No

Teacher's Signature: _____

***For Administration to complete:*

According to our records, your child has missed _____ days of school so far.

I am therefore ☐ Granting ☐ Denying excused absences for this trip.

Comments: _____

Principal Signature

Date