



Prearranged Absence Form

Every student reaching the peak of success is the primary goal of Buena Vista School District. Although learning occurs in a variety of settings, time spent directly with the teachers and collaborating with peers is essential to student learning. Absences can adversely affect the student.

Student's Name: _____ Grade: _____

Advisory Teacher: _____

Date(s) of Absence: _____

The reason for my student's absence(s):

- _____ Family trip accompanied by at least one parent/guardian*
- _____ Religious retreat, church sponsored trip, seminar or convention
- _____ Court appearance supported by documentation from the court system
- _____ Medical supported by documentation from a doctor's office, hospital, clinic, etc.
- _____ Other: (please explain) _____

*NOTE: Travel extending beyond 15 school days will not be approved and the student will be disenrolled. Re-enrollment can occur after the travel time.

PREARRANGED ABSENCE PROCEDURE FOR 3 OR MORE DAYS

- Parents and student should refer to the Student Handbook for details on prearranged absence policy.
- Student and parents are responsible for notifying teachers and getting assignments. Please have them sign off on the back of this form. Any missed work should be turned in as soon as possible upon return. Teachers may give assignments prior to or after the absence. Work which is due at the end of a quarter may not be accepted if it is turned in after the quarter grades are finalized. Please be aware of these dates and how they might affect your student's grades.
- Prearranged absence form should be completed and submitted to the school at least **three (3) school days prior to the scheduled absence.**
- The Principal will review completed form and notify parent/guardian if the request is not approved.

Parent/guardian acknowledgment:

I have read and understand the above procedure for prearranged absences. I understand that absences will be coded in accordance with the BVSD Administrative Policy set forth in the student handbook and district policy. I also understand that 17+ absences in a school year, whether excused or unexcused, will classify a student as chronically absent for truancy purposes.

Parent Signature: _____ Date: _____

OFFICE USE ONLY:

Current Absences: Excused _____ Unexcused _____ Tardies _____

Leave Approved? Yes _____ No _____

Administrator Signature: _____ Date: _____

Comments: _____

Processed by: _____ Date: _____

To Be Completed by
PARENT/GUARDIAN

To Be Completed by
SCHOOL OFFICE

Prior to turning this form into the front office, the student must take this form to each teacher to have them provide assignments and/or notes on work that will be missed. The teacher should initial to confirm they have been notified.

PERIOD	TEACHER'S LAST NAME	ASSIGNMENT NOTES FROM THE TEACHER	TEACHER'S INITIALS
1			
2			
3			
4			
5			
6			
7			
8			