

**GROSSE POINTE SOUTH HIGH SCHOOL**  
**Attendance Office**  
**PRE-ARRANGED ABSENCE REQUEST INSTRUCTIONS**

The Pre-arranged Absence Request Form is to be used for the following absences:

1. Vacation outside of the school-scheduled vacation period.
2. Athletic competitions with a non-South athletic team.
3. Other extenuating circumstances.

The District does not condone vacation absences outside of school-scheduled vacation periods and requires student attendance during midterm and final exam week. Absence from school due to vacation will be treated as unexcused, unless the Pre-arranged absence request process is followed. This means teachers are not required to provide an opportunity for students to make up assignments or exams.

Midterm and/or final exams: On the rare occasion that a student cannot take the assessment at the assigned time, a written request by the parent identifying the specific situation which includes: dates, specific events, and students' responsibilities at the event should be sent to the principal. In conjunction with the teachers involved, the principal will determine whether a final assessment can be administered at an alternate time. **It is important to note that reasonable requests do not include family vacations.** Not following this stated process could result in receiving a zero on your midterm or final exam.

What this form **SHOULD NOT** be used for:

1. College visits - Absences for college visitations require **official verification/documentation** confirming your attendance on the date(s) of your absence. Once verification has been received, the absence(s) will be excused by the attendance office and will **NOT** count towards the cap of 10. Please note that paperwork confirming your upcoming appointment/visit to a college campus is scheduled does not serve as verification that you attended.
2. Medical absences - illness, medical appointments, surgeries etc..with medical documentation are exempt from the cap of 10.
3. Funeral/bereavement - provide obituary notice or card containing information about funeral arrangements.
4. Religious holiday - observance or celebration of a bona fide religious holiday.

**Students should still inform their teachers of instances where they will be absent for the above reasons.**

For your request to be considered, please follow this process:

- Schedule a meeting with Ms. Parravano at least **two weeks** in advance of your absence and obtain Pre-Arranged Absence Request Form from Ms. Parravano
- Have your teachers sign the form
- Return the form to Ms. Parravano for final approval
- Parent must call (313)432-3501 in advance of absence

Vacations and non-school sanctioned athletic events, may be excused at the discretion of the principal but generally count towards the cap of 10. If the above process is **not** followed, teachers are not obligated to allow a student to make up missed work. If this procedure is followed, students have the opportunity to complete assignments and make up tests, but teachers are under no obligation to provide extra help after vacations. Students have 3 days to make up assignments and tests after they return. If assignments and tests are not completed within 3 days, a failing grade for the test or assignment may be given. When possible, every effort should be made to complete assignments and assessments prior to departure.

***The decision of the building principal is final and cannot be appealed.***