

Summit High School Pre-Arranged Absence Form
(PLEASE TAKE TIME TO READ THIS FORM)

Student Name: _____

Grade: _____

Dates of Absence: _____

Reason for Absence: _____

Summit School District Attendance Policy

Attendance and punctuality are important to the academic success and social development of students. The following summarizes state statutes and district policies related to attendance.

Type of Absence	Description	Make-up Work	Time Line for Make-up
Excused	-Student Illness -Death in the family	-Student's responsibility	-Student has one make-up day for each day of absence.
Pre-arranged absence	-Approved in <i>advance</i> by administration	-Student's responsibility	-Arrangements to make up work must be made with teacher(s) prior to absence(s). Teachers may include makeup work on the back of this form.
Unexcused and unverified	-Student missed class all together w/o an excuse.	-NO make up	-NO make up and no credit
Suspension	-Applied by administration	-Student's responsibility	-Student has one make-up day for each day of suspension at reduced credit.
Truancy	-Student cut class	-NO make up	-NO credit

- When a student has missed a significant number of class periods in a single course within one semester, the student may not receive enough instruction or provide enough evidence of displaying proficiency in the course's required standards. In the case, the student may lose credit and/or receive an incomplete in the course.
- The school will communicate with parents when a student is absent and when poor attendance is threatening a student's academic success.
- If the student is under 17 years of age and has accumulated a total of 10 unexcused period absences within one semester, the district may initiate court proceedings pursuant to the states' compulsory attendance law.

The following procedures will be used by students when requesting a pre-arranged absence.

1. The student will pick up the pre-arranged absence form from the attendance office, fill in the information at the top of the front page, and take it to his/her teachers, before or after school, but not during teacher's class time.
2. Each teacher will initial the form indicating that they are aware of the request for absence. Teacher comments may be made on the back as appropriate, including details regarding makeup work.
3. Homework assignments may be noted by the teacher on this form. It is the students' responsibility to make arrangements to make up all homework.
4. Students who fail to make arrangements with teachers regarding makeup work prior to the noted absence(s), risk losing the opportunity to make up missed work.
5. **When all teachers have signed the form it should be taken home for review and signed by the parent.** It must then be returned to the high school attendance office **prior to the absence.**

I have read, reviewed, and understand the Summit School District Attendance Policy.

Parents: Please log into Powerschool to review your student's absences and grades prior to signing.

Parent Signature _____ **Date** _____
(Required)

Administrator Signature _____ **Date** _____
(Required)

TEACHER NOTIFICATION FOR PRE-ARRANGED ABSENCE

Period	Subject	Teacher Name	Homework	Initials
1				
2				
3				
4				
5				
6				
7				
8				
<i>*ADVISORY</i>				

*** Only required if absence is on a Tuesday or Thursday.**
Comments: