

East Ridge Middle School

Request for Pre-Arranged Absence from School



Date of Request _____

I am requesting permission to have _____ excused from
Name of Child

school on _____ for the following reason:

I understand that pre-arranged absences of educational value may be considered as excused absences with the principal's approval **at least five (5) days** before the absence. I also understand that vacations and pleasure trips are discouraged while school is in session. Because attendance is critical to student success, no more than five (5) prearranged absences will be approved per school year.

I agree to make sure my child has met with his/her teacher regarding make-up work and will make certain all missed assignments are completed within the required time frame.

Parent Signature Daytime Phone Number

TEACHER: Please sign below stating that the above child has agreed to make-up any and all work missed during the pre-arranged absence.

Adv. Teacher Signature Date

Pd. 1 Teacher Signature Date Pd. 2 Teacher Signature Date

Pd. 3 Teacher Signature Date Pd. 4 Teacher Signature Date

Pd. 5 Teacher Signature Date Pd. 6 Teacher Signature Date

Principal:

Circle: Approved Disapproved

Reason: _____

Principal Signature Date

This form should be returned to the Data Clerk and kept in the student's file.