

Academies of Loudoun

Request for Pre-arranged Absence

A pre-arranged absence is one which is authorized by the parent or guardian and preceded by completion of a Pre-arranged Absence Form. Class periods or school days missed can never be fully recovered. The school's obligation is to encourage good attendance and inform the student and family of anticipated consequences of absence for personal or family business. The school encourages scheduling these activities at times which will not require absence from school.

PARENT SECTION:

Student's Name: _____ Grade: _____ ID# _____

Parent's Name: _____ Dates of Absence: _____

Parent's Signature: _____ Date: _____

Home Phone: _____ Work/Cell Phone: _____

Reason for Proposed Absence: _____

Period	Class	Teacher	Comments: <i>Include a student's approximate grade and a brief summary of work that will be missed (including tests and quizzes)</i>	Teacher Signature <i>Signature does not indicate approval of the absence.</i>
1				
2				
3				
4				
5				
6				
7				
8				

You must get your administrator's approval to complete prearranged absence form.

Administrator Signature _____ **Date:** _____

Approved _____ Not Approved _____

RETURN FULLY COMPLETED FORM TO ATTENDANCE OFFICE