

NORTH CENTRAL AREA SCHOOLS

JR/SR High, Powers

Pre-Arranged Absences and Vacations

Parents are encouraged *not* to take their children out of school for vacations. When a family vacation must be scheduled during the school year, parents should discuss the matter with the principal to make necessary arrangements and to file a Pre-Arranged Absence Form. It may be possible for the student to receive certain assignments that can be completed during the trip so that he/she won't fall too far behind with his/her class work. All assignments and work missed during vacation time must be made up. No more than five (5) pre-arranged absences will be allowed per trimester. If, because of extenuating circumstances, a parent feels that more than five (5) pre-arranged days are warranted, a meeting with the building principal must be arranged to discuss the matter and gain approval to extend the allowable number of days. If a student knows in advance that he/she is going to be absent from school, it is important that the Pre-Arranged Absence Form be completed. These forms are available in the principal's office, and should be turned in at least two (2) school days in advance of the planned period of absences.

Please fill out & return this form to the Principal's office at least two (2) days prior to the requested days of absence. This form must be

- 1) Signed by a parent or guardian
- 2) Signed by all classroom teachers
- 3) Returned to the Principal for his/her approval

Pre-arranged absences include: Family vacations, extended medical leave, funerals & hunting trips.

| <u>HOUR</u> | <u>CLASS</u> | <u>TEACHER'S SIGNATURE</u> |
|-----------------|--------------|----------------------------|
| 1 ST | _____ | _____ |
| 2 ND | _____ | _____ |
| 3 RD | _____ | _____ |
| 4 TH | _____ | _____ |
| 5 TH | _____ | _____ |
| 6 TH | _____ | _____ |

Please note that if a teacher does not sign this form or states "Not Recommended", it is an indication that the student cannot afford to miss time in that particular class.

Students's Name: _____ Requested Dates of Absence: _____

Reason for Absences: _____

Signature of parent or guardian Date Telephone #

Signature of Building Principal Date Approved/Unapproved