

JKL BAHWETING SCHOOL  
PRE-ARRANGED ABSENCE/HOMEWORK FORM

Parent/Guardian,

This form is intended to assist your son/daughter in maintaining academic success during an absence. Please complete the form and submit it to the main office at least one week prior to a scheduled absence of **three** or more days. Approval is the discretion of the principal. The school retains the right to refuse a pre-arranged absence if the child's education will be adversely affected. If approved, the absences will be considered excused. If denied, the absences will be considered unexcused and will count towards the allowable limit per the truancy protocol. Absences may not be approved if:

- \* The request was made less than one week in advance
- \* The student's academic record indicates that the requested absence will seriously interfere with his/her academic progress
- \* The student has a poor attendance record

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**(PARENT/GUARDIAN SECTION)**

Student name: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher name: \_\_\_\_\_

Dates of absence: \_\_\_\_\_

Reason for absence: \_\_\_\_\_

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Parent name (print): \_\_\_\_\_ Phone: \_\_\_\_\_

Parent signature: \_\_\_\_\_

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**(PRINCIPAL OR DESIGNEE VERIFICATION OF ATTENDANCE)**

Excused absences to date: \_\_\_\_\_

Student **MEETS**  
attendance condition

Unexcused absences to date: \_\_\_\_\_

Student **DOES NOT**  
**MEET** attendance  
condition

Principal/Designee signature \_\_\_\_\_

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**(TEACHER VERIFICATION OF STUDENT ACADEMIC STANDING)**

Student **IS** in good academic standing       Student **IS NOT** in good academic standing

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**(STATUS DETERMINATION AND NOTIFICATION)**

Absence approved/excused       Absence denied/unexcused

Principal/Designee signature \_\_\_\_\_ Date parent notified: \_\_\_\_\_

The student is responsible for completing and returning all assignments that will be missed during their pre-arranged absence. All assignments are due to the teacher upon return to school. The student/parent should check in with the teacher after his/her return to inquire whether additional assignments were missed and need to be made up.

Teacher signature \_\_\_\_\_

Date \_\_\_\_\_

SUBJECT	ASSIGNMENT(S)
ELA	
MATH	
SCIENCE	
SOCIAL STUDIES	