

**JKL BAHWETING SCHOOL PSA
PRE-ARRANGED ABSENCES/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:

1. The request was made less than one week in advance
2. The student's academic record indicated that the requested absence will seriously interfere with his/her academic progress
3. The student has a poor attendance record

PARENT/GUARDIAN SECTION

Student Name: _____ Today's Date: _____

Teacher Name: _____

Dates of Absence: _____

Reason for Absence: _____

Parent Name (print): _____ Phone: _____

Parent Signature: _____

1. Teacher Verification of Student Academic/Attendance Standing

- | | |
|---|---|
| <input type="checkbox"/> Student IS in good academic standing | <input type="checkbox"/> Student MEETS attendance condition |
| <input type="checkbox"/> Student IS NOT in good academic standing | <input type="checkbox"/> Student DOES NOT meet attendance condition |

Teacher Signature _____ Date: _____

2. Principal/Designee – Status Determination

- | | |
|---|---|
| <input type="checkbox"/> Absence Approved and Excused | <input type="checkbox"/> Absence Denied and Unexcused |
|---|---|

Principal/Designee signature: _____ Date: _____

3. Front Office Secretary

- | | | |
|--|-----------|-------------|
| <input type="checkbox"/> Attendance marked and <i>copy</i> filed | By: _____ | Date: _____ |
|--|-----------|-------------|

4. Teacher Notification to Parent

- | | |
|---|-------------|
| <input type="checkbox"/> Parent notified; assignments given by teacher/para | Date: _____ |
|---|-------------|

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)
English Language Arts	
Math	
Science	
Social Studies	
Other	