McAuliffe Elementary School
Prearranged Absence

A prearranged form should be completed when a student and parent(s) know in advance that the student will be absent for two or more consecutive days or for reasons that do not fall within District #6 Attendance Policy and Procedures.

A request must be submitted in writing or in person to the attendance office by the parent(s) or guardian(s). The school retains the right to refuse a prearranged absence if the student's education will be adversely affected or the privilege is abused.

_____ _____ _____
NAME GRADE DATE(S) OF ABSENCE

Reason for absence _____

Parent Signature: _____ Date: _____

After parents complete the top portion, please submit this form to the office. Your child's teacher will complete this section. Teachers may give assignments prior to or after the absence. Students must complete all makeup work assigned by the teacher.

Instructional Block	Current Grade	Comments	Homework
Literacy			
Writing			
Math			
Science			
Social Studies			

Teacher Recommendation: ___ Approve ____Not Approve

To be completed by office:

Current Number of **Absences**: ___ Unexcused ____ Excused **Tardies**: ____

Final Approval: Yes _____ No_____

Administrator Signature _____ Date: _____

Administrator Comments_____