



Pre-Arranged Absence Request Form

Please complete one form for each student.

Please refer to the TACS Handbook regarding our full attendance policy. Complete the top part of this form and return the entire form to the school office at least 2 weeks prior to the absence. After administrative approval it will be the parent's responsibility to notify the teacher and obtain assignments.

Excusing absences for unique family situations will be determined upon meeting the following criteria:

1. This form must be completed and returned to the school office at least 2 weeks before the absence in order to give the teacher ample time to prepare a plan for student work during their absence from school.
2. The absence must not conflict with scheduled major school events (i.e. music programs and class trips).
3. The student must maintain their present grade point average or additional pre-arranged absences during the current school year may be denied.
4. As a general guideline, excused absences must not exceed 5 consecutive school days and not more than a total of 10 per school year for family trips, Pathfinder events and the like.
5. All exceptions to this policy will be determined by the administration.

Student Name: _____

Dates of Absence: _____

Reason: _____

I agree that as parent/guardian I will see that my student will complete all assigned work according to stated policy.

Parent Signature: _____ Date: _____



For Office Use Only

Date Request Submitted: _____ Absence: Excused Unexcused

Administrator's Signature: _____ Date: _____

Teacher's Signature: _____ Date: _____

This absence is number _____ out of the allowed **ten** excused absences for family trips and Pathfinder outings during this school year.

Administrative Comments/Concerns:
