

Patricia A. Duran School
Pre-Arranged Absence Form

Students who plan to be absent from school **one or more days** for reasons other than normal illness or family emergency must submit this completed form to the school office at least ten (10) days in advance of the absence. **This form is to be used for full day absences only.**

The statutes governing school attendance are very specific and leave little option for school authorities to excuse children from school. The Maine Statute classifies absence from school as excused or unexcused. Listed below are the six (6) conditions for excused absence as defined by the state. If the reason you wish to take your student out of school does not fall under these six conditions, the absence will be classified as unexcused.

Regardless of the classification of the absence, as excused or unexcused, any parent/guardian pre-arranging their child's absence from school will be able to collect any missing assignments.

Student Name: _____

Classroom Teacher: _____

Dates of Absence: _____

Reason for Absence (Excused): Please check if applicable.

- ☐ Personal illness/health
- ☐ Appointments with a health professional
- ☐ Observance of a recognized religious holiday
- ☐ Family emergency
- ☐ Pre-approved planned absence for a personal or educational purpose
- ☐ Educational disruption as defined in Title 20-A, Chapter 211, section 5205, subsection 2.

Reason for Absence (Unexcused): Please explain below if applicable.

Parent Signature

Date

Principal Signature

Date

_____ Approved (Excused) _____ Approved (Unexcused)