



**Reek Elementary School**

**PRE-ARRANGED/PLANNED ABSENCE FORM**

**See Reverse Side for School Policy of Pre-Arranged Absences**

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Has permission to be excused from school the following dates:** \_\_\_\_\_

**Reason for absence:**

\_\_\_\_\_

**The student accepts the responsibility for all missed classes and assignments. All teachers are asked to complete this form. Be sure to add appropriate comments regarding the student's missed school time. Students must return this form to the office BEFORE leaving.**

<b>Class</b>	<b>Current Grade or level of proficiency</b>	<b>Assignments</b>	<b>Comments/Concerns</b>	<b>Teacher's Signature</b>
<b>ELA</b>				
<b>MATH</b>				
<b>SCIENCE</b>				
<b>SOCIAL STUDIES</b>				
<b>EXPLORE</b>				
<b>Specials</b>				
<b>Other</b>				

**I, as the parent, am aware of the academic status of my son/daughter and allow my student to be absent for the above dates.**

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Vacation Procedures**

- Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the Principal and the student's teacher(s) to make necessary arrangements.
- Parents should call the school (262-248-4120) preferable two or more weeks in advance of a vacation.
- An absence pre-arrange form needs to be circulated to teachers the week before the student's absence so that students and families can complete work in advance if possible.
- Work that can be made up before the scheduled vacation should be turned in before leaving. Work that can not be assigned prior to leaving needs to be handed in no later than one week after the student returns to school.
- With advanced notice and preapproval from the district administrator, vacation days may be turned into virtual days if students complete the assigned work.

**Virtual Attendance Days**

- Pre Approved Virtual Attendance days preferably have two weeks notice, but must have one week's notice to school administrator
- Virtual days must have work submitted within one week from the date of return to school.
- If student work is not completed, a virtual day will be changed to a vacation day or unexcused absence.
- Students will only be granted a total of 10 virtual attendance days for vacations per school year unless the reason for virtual attendance is medical and has a doctor's note.

Please see Board Attendance Procedures at: (Reek Website>Menu>Documents>Handbooks and Forms)

[https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded\\_file/558/Reek\\_Elementary\\_School/3573014/Attendance\\_Procedures.pdf](https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/558/Reek_Elementary_School/3573014/Attendance_Procedures.pdf)

Administrator Received on: \_\_\_\_\_

Administrator Approval on: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_

