



Pre-Arranged Absence Request

Van Buren Elementary (317)839-2575

Student Name: _____ Today's Date: _____

Day(s) Requesting Absence: _____

Student's Teacher _____

Reason for Absence: _____

Vacation: Please note that vacation days are unexcused absences. Families should plan their vacation times during one of the many times when school is not in session to avoid student absences. The granting of pre-arranged absences is not intended for adding additional vacation days to the school year, but rather for unavoidable absences or once-in-a-lifetime experiences.

Please use the following procedure for a pre-arranged absence:

1. Parents must sign a pre-arranged absence and submit that form ahead of time to the principal's office. Recommended submission is five days prior to the absence to allow time for processing the request.
2. If a student has already been absent for several days, a pre-arranged absence may be denied.
3. Class work missed must be made up promptly upon the student's return. Students need to check with teachers regarding an agreeable time frame for work to be completed. Teachers may provide make-up work ahead of time at their discretion.
4. Pre-arranged absences are not considered excused absences unless they meet the Indiana Compulsory Attendance Law criteria (illness, family funeral, absence related to family member's military deployment or return.); however, make-up work will be allowed for credit.
5. Students and parents are reminded that even though make-up work will be allowed for credit, the instruction missed during class time may adversely affect their grades.

No pre-arranged absence will be honored during an Indiana state testing week(s) (iLearn, iRead.)
All pre-arranged absences count toward the annual total of days missed.

Parent Name (Printed): _____ Parent Signature: _____

Principal's Signature: _____

Approved: _____ Denied: _____