



8509 Westport Road
Louisville, KY 40242

K-5th PRE-ARRANGED ABSENCE FORM

A student may request a pre-arranged absence when the student desires to be out of school to attend non-school special meetings, trips, etc. that are planned in advance. In order for the pre-arranged absence to be excused the following steps must be taken.

1. A pre-arranged absence form must be completed.
2. The form is returned to the office at least five days prior to the absence.
3. The parent/student checks with all teachers regarding work that will be missed and is willing to have most of the work completed when he/she returns to school.
4. The request is approved by the building principal. In many cases approval will be given for special Christian youth meetings, family vacations that cannot be taken at any other time, and other activities that have exceptional educational value.

If a request for a pre-arranged absence is not approved by the building principal, all days will be marked unexcused.

Student Name _____ Grade _____

Date of absence(s) From _____ To _____

Reason for request to be absent: _____

My signature on this form is verification that I have read and agree to abide by the policy for pre-arranged absence(s) as stated above.

Parent Signature

Date

For office use:

Date request received in the office _____ by _____

The request is ___ approved ___ not approved by _____