



FREEMAN SCHOOL DISTRICT #358

Prearranged Absence Freeman Elementary School

Student Name _____ Teacher _____ Grade _____

Attendance is an important part of the education process, and satisfactory school progress is dependent on regular attendance.

Before planning an extended absence, parents should consider the following:

- 1) Since a student presumably needs to attend as many days of school as possible in order to receive the best grade attainable, it is reasonable to expect that an extended absence may result in a lowered grade.
- 2) Teachers cannot be required to pre-teach work which would be missed, or to accept make-up work after an agreed due date.
- 3) The school understands that occasions may arise when a prearranged absence is unavoidable. When this is the case, the school requires notice of the absence as far in advance as possible, but at least two school days in advance of the scheduled absence.
- 4) The responsibility for collection and completion of all assignments and missed work rests on the student.
- 5) The student has two days following the return to school to complete missed work. This option is available to those who have notified the school at least two days in advance of the scheduled absence.

I have read and understand the above expectations. My child will be absent from school

the following dates: _____ through _____.

The reason for the absence is: _____

Print Parent/Guardian Name

Signature/Date

Phone Number

Attendance Entered by Office Date

Copy provided to teacher by Office Date