



Mikelnгуut Elitnaurviat's Prearranged Absence Form

Regular class attendance helps students develop healthy habits for the future and helps them to be more academically and socially successful. The goal is for them to be present at least 95% of the school days. This means students will have 9 (or less) absences in a school year to be considered satisfactory in attendance.

Students who have a planned absence (hunting, family trip, etc.) must notify the principal.

- Approval is at the discretion of the principal.
- Absences may not be approved if:
 - * The request was made less than seven (7) calendar days in advance.
 - * The student has a poor attendance record.
 - * The student's academic record indicates that the requested absence will interfere with his/her academic progress
 - * It may set a poor example in matters of school attendance for the student or other students.
- Classroom work missed during the absence is the responsibility of the student to complete. Failure to complete assignments will cause the absence to be considered unexcused.

Request for Prearranged Absence

I request that _____ have permission to be absent from school
(Name of Student)

from _____ through _____.
(First day of absence) (Last day of absence)

The purpose of this absence is: _____

It is the parent's responsibility to request assignments from his/her child's teacher.
Not all assignments may be available in advance and not all work can be replicated from the classroom experience.

Signature of Parent/Guardian

Contact Phone Number

Date of Request

The parent and teacher discussed work to be completed upon student's return.

Signature of Teacher

School administration:

- Seven Days Prior Notice
- Reviewed Attendance Records
- Reviewed Current Grades

APPROVED _____ DENIED _____

