

PRE-EXCUSED ABSENCE FORM

NAME OF STUDENT _____ TODAY'S DATE _____

REASON FOR ABSENCE _____

DATE(S) OF ABSENCE _____

CLASS/TEACHER	Period	TEACHER SIGNATURE	PASSING COURSE	FAILING COURSE	ASSIGNMENTS GIVEN
	1				
	2				
	3				
	4				
	5				
	6				
	7				
	8				

I am presently participating in a school sport or an extracurricular activity.

STUDENT: You are to turn this completed pre-excuse form into the office at least two full school days prior to the absence(s) for administrative approval as per policy cited on the reverse of this form.

If you are failing a class, the assistant principal will call home to notify your parents before approval.

STUDENT AND PARENT: Your signature indicates you have read and you understand the information on the reverse side of this form.

Assistant Principal

Student's Signature

Parent's Signature

Pre-excused Absences

Pre-excused absences are those that are not avoidable but are excused if requested in advance by the parent or student. Some examples of typical pre-excused absences are: (1) hunting trips, (2) funerals or marriages, (3) family holidays, (4) religious observances, and (5) driver's license examinations. Appointments for haircuts, tanning, shopping and other noncritical personal business are not excused. In the case of pre-excused absences, the make-up work policy for excused absences applies. Since the absence is pre-arranged, however, it is assumed that the student will do most of the make-up work before the days absent or during the days absent. The absences are excused provided the student follows the necessary steps stated below.

To pre-excuse an absence the following steps must be taken:

1. The parent must give permission by written note or telephone call at least three days prior to the absence.
2. The student will take a pre-excuse form to each of his/her teachers for a signature. When signing the pre-excuse form, teachers will indicate whether the student is passing or failing the class.
3. Students will turn in the completed pre-excuse form into the attendance office at least two full school days prior to the absence(s) for administrative approval. If a student is failing a class, the assistant principal will call home to notify the parents.

Pre-excused Absence Guidelines

At parent request, the Banks School District may authorize prearranged absences.

Parents and students, however, need to understand that regular and consistent attendance is most conducive to success in class. It is not possible to replicate the quality of the activities in daily class meetings such as discussions, media presentations, oral readings and direct teacher instruction. The Banks staff encourages students to take family vacations during school holidays, and discourages vacations during school days.

The student has the responsibility to ask his or her teachers far enough ahead of time about projected class plans. Teachers may be able to provide a general plan ahead of time, but they are not expected to have detailed material or information days before class meeting times. Effective instruction takes both planning and an adjustment to the learning needs of students as they emerge in class meetings. Many activities and some material may not be available to the absent student before the absence. Upon return, the student will need to request meeting time with each teacher before attempting to make up missed assignments.

Students may be able to do some of their work before their absence; however, since some of the assignments may not be available until the student's return, work may be completed afterwards. **The student has one school day of time to make up work, including tests, for each day of pre-excused absence(s).**

Absent students risk falling behind in their classes. Teachers will assist the student to a reasonable extent, but responsibility for academic problems from prearranged absences rests with the student and his or her family.