

PRE-ARRANGED ABSENCE REQUEST FORM

Deer Creek-Mackinaw CUSD #701

Deer Creek-Mackinaw CUSD #701 schools recognize that on occasion students must miss school for extenuating circumstances, other than illness or a death in the immediate family. Students must request an excused absence by submitting this REQUEST FOR PRE-ARRANGED ABSENCE FORM to the building principal two (2) school days in advance of the period of absence. Only pre-arranged absences with family members or legal guardian will be approved.

It is the student's responsibility to complete assigned tasks during the period of absence. When possible, assignments will be sent with the student. All work sent with the student is due on the first day the student returns to school. Any tests covering the assignments completed during the period of absence must be taken on the first day the student returns to school. There will be a grade reduction for work completed for days not approved by the building principal.

Please complete the information below and return to the office at least two (2) school days prior to the period of absence.

Student Name: _____ Teacher: _____
Grade: _____

School: Primary/Junior High Intermediate School High School

Requested Date(s) of Absence: _____

Reason for Absence: _____

Person with whom absence will be taken: _____

Relationship to student: _____

Parent/Guardian Signature: _____ Date: _____

OFFICE USE ONLY

Approved- Student absence is excused. Denied- Student absence is unexcused.

Reason: _____

Principal's Signature: _____ Date: _____

Cc Parent/Guardian
Teachers
Secretary/Attendance Clerk