

Prearranged Absence Request Form

Strongsville City Schools

Instructions: Student/Parent will complete the following information regarding the prearranged absence and return the completed form to the building administrator/designee **five school days prior** to the first day of the prearranged absence.

Student Name: _____ **Grade Level:** _____

Absence Reason: _____

Absent from _____ **to** _____

Returning to school on _____

By signing below, you are acknowledging that you have read and understand the *Prearranged Absence Procedures* and accept responsibility for compliance with these guidelines.

Parent/Guardian Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____

Student will inform and obtain a signature from all scheduled teachers prior to a prearranged absence in the spaces below.

Subject

Teacher's Signature

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Administrator Signature: _____ **Date:** _____

Prearranged Absence Guidelines and Procedure

Strongsville City Schools

Due to the importance of students being present in the classroom to achieve the full understanding and sequence of materials being learned, unapproved student absence from school is strongly discouraged. Student/Parents must realize that in certain circumstances, learning experiences are irretrievable and cannot be repeated. There are seven acceptable reasons listed by the State of Ohio for student absence from school. Based upon this law, family vacations are considered to be unexcused absences.

In Strongsville City Schools, when a parent/guardian feels it is necessary to initiate an unapproved absence from school, the parent/guardian and student must follow this procedure to receive credit for work missed:

1. Obtain and complete a *Prearranged Absence Request Form* from the school office (see other side).
2. Obtain teacher signatures and all assignments/materials that will be covered during this absence.
 - a. Examinations, lab work, and/or work not available prior to the absence, must be scheduled with the appropriate teacher at his/her convenience immediately upon return to school.
3. Return the completed form to the school office **five school days prior** the first day of absence.
4. Turn in all completed assignments to the applicable teacher(s) on the first day returning from the prearranged absence.

Finally, parents/guardians and students should be aware teachers are not obligated to permit make-up work if proper absence arrangements have not been made prior to departure. Teachers are not expected to tutor students for work missed. Requests for *Prearranged Absence* shall become a permanent part of the student's record. If you have any questions regarding these procedures, please contact your building principal.