

PRE-ARRANGED ABSENCE FORM - Primary School

The pre-arranged absence form must be submitted at least 3 days prior to the scheduled absence.
Complete one form per student.

STUDENT NAME: _____

SCHOOL: _____ GRADE: _____

TEACHER: _____

DATE(S) OF ABSENCE: _____

REASON FOR ABSENCE: _____

Parent signature: _____ Date: _____

Telephone contact during absence: _____

Any absence not specifically covered by another section, such as family vacations, college visits, or other extended absence, must complete a pre-arranged absence form in order to be considered for an excused absence. MPCs gives ample opportunity for vacations throughout the year and **requests that families schedule their trips and vacations during scheduled school breaks.**

In order for the absence to be excused, the student must meet one or more of the following conditions:

- 1) **is in good academic standing**
- 2) **has no unexcused absences**
- 3) **has four or fewer excused absences in a semester or seven or fewer in a school year.**

The Director of Education will evaluate the request based on the above criteria, and the school will notify the parent or guardian if the absence will be considered unexcused pursuant to MPCs policy.

The school will enforce the written district policy for make-up work.

Administrative use:

- Administration has checked student academic performance and the student is at grade level in all areas.

Administrators Name: _____ Title: _____

Administrators Signature: _____ Date: _____

Administrator or Designee signature: _____ Date: _____