

# West Central Elementary School Request for Pre-Arranged Absence

## **\*\*Please Read Carefully\*\***

In requesting a pre-arranged absence, students and parents must assume full responsibility for work missed and accountability for total days missed. Vacations should be arranged two weeks in advance with administrative approval and taken with a legal guardian. Based on truancy information, the pre-arranged absence may not be approved. If pre-arranged absence is not approved, all days will count against the student's 6 days they are allowed for the semester.

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I request that my son or daughter \_\_\_\_\_ be granted permission to be absent from school for the following reason(s) \_\_\_\_\_

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on the following date(s): \_\_\_\_\_

I have read the attendance policy of the West Central Elementary School and realize the implications of these absences.

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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### **STUDENT/TEACHER SECTION**

The office will contact the student's homeroom teacher so they can get homework for the student. The student has the responsibility of contacting any other teacher he/she has during the absence (Speech, Special Education, Art, Music, Computers, Library, P.E.) to arrange for make-up work. The student should make these arrangements two weeks in advance of the vacation. Teachers can require a student to complete the work before, during, or after the pre-arranged absences.

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### **ADMINISTRATIVE SECTION**

\_\_\_\_\_ Approved      \_\_\_\_\_ Not Approved

Administrative Signature: \_\_\_\_\_

Date: \_\_\_\_\_