

**PEACHTREE RIDGE HIGH SCHOOL
PREARRANGED ABSENCE FORM**

PURPOSE: This form is to be used when parents/guardians wish to keep their students out of school for travel purpose, vacations and other reasons, which are not considered excused by the State board of Education Policy. (Student Handbook, Attendance Procedures) **NOTE: College visits are excused (allowed 3 per school year).**

CONDITIONS: The student will be allowed to make-up missed work under the following conditions:

1. This form must be fully completed three school days prior to the absence. The student is totally responsible for securing, completing, and returning forms.
2. The student assumes responsibility for all schoolwork missed.
3. The teacher has no responsibility for giving the student special instruction for the work missed. 4. Any previously assigned projects, papers, or assignments that are due during the absence must be turned in at the teacher's discretion.
5. The student will be held responsible for and subject to any pre-scheduled test(s) which coincides with the student's absence.
6. All make-up work is to be made up within a period of time prescribed by the teacher.
7. The student is allowed only five prearranged absence days per year.

INSTRUCTIONS:

These instructions must be followed in order to receive approval.

1. Take this form home, read it entirely, and have your parents/guardian complete the appropriate section.
2. Take the form to your teachers each period and secure their signatures.
- 3 Return the completed form to one of the clerks in your academy office for administrative approval (3 days prior to the expected absence date).
5. When approved, form will be excused in system.

Step 1: To be filled out by Parent/Guardian and Student

Student Name: _____ Student ID # _____

I have read and understand the purpose, conditions, and instructions expressed on this form.

Dates to be off Campus: _____

Reason for absence request: _____

Parent Signature _____ Student Signature _____

Parent Work # _____ Cell # _____ Date _____

Partial day absence – I will be checking out at _____ on _____

Step 2: To be completed by an Administrator

I approve this absence as prearranged with the Understanding that the information provided Is correct

Administrator Signature

Step 3: to be completed by the student's Teachers

I acknowledge seeing this approval form at least 3 days prior to the absences(s).

1st Block _____

2nd Block _____

3rd Block _____

4th Block _____

PRIDE _____