

BIG FOOT HIGH SCHOOL

PRE-ARRANGED/PLANNED ABSENCE FORM

See Reverse Side for School Policy of Pre-Arranged Absences

Student Name: _____

Has permission to be excused from school the following dates: _____

Reason for absence: _____

The student accepts the responsibility for all missed classes and assignments. All teachers are asked to complete this form. Be sure to add appropriate comments regarding the student's missed school time. Student must return this form to the Attendance Secretary **BEFORE** leaving.

Period	Grade Received to Date	Assignments	Comments/Concerns	Teacher's Signature
1				
2				
3				
4				
5				
6				
7				
8				

I, as the parent, am aware of the academic status of my son/daughter and allow my student to be absent for the above dates.

Parent Signature: _____ Date: _____

Big Foot High School Policy

FAMILY TRIPS AND PLANNED ABSENCES

Parents/guardians wishing to take students out of school for family trips or other pre-planned special circumstances are required to contact the school attendance office at least five days in advance of the absence. Specific details about the trip or special circumstances must accompany the request. The attendance office will provide a pre-planned absence form which the student must present to his/her teachers for their approval and knowledge. Students are limited by law to no more than ten days pre-approved per year before a finding of truancy. Students taking family trips must advise the school attendance office prior to leaving on the trip. Failure to provide the school with the appropriate notification may result in a student being considered as truant from school. Students are responsible for making up work missed due to the absence in a timely manner in accordance with school policy on make-up work.