

Pre-Arranged Absence Form
(Due at least one week before the absence is to occur)

TO: _____
Attendance Administrator, School

FROM: Parent/Guardian

RE: Request to have absence(s) excused

Please excuse my son/daughter _____ Grade _____

On the following date(s): _____

Reason for absence(s); attach documentation as appropriate): _____

Educational benefit of absence(s): _____

I am aware of the State of Florida policy that students in grades 9-12 are expected to be in school for 180 days to be eligible to receive credit. A student must meet course requirements and be present 135 hours for a year's course (67.5 hours for a semester course) or demonstrate mastery of the course performance standards for the defined course. Therefore, students with unexcused absences totaling 10 or more per semester MUST earn a passing grade on the semester exam in order to be eligible to receive credit in that class.

Parent/Guardian signature: _____

Home or cell phone number: _____ **Work phone number:** _____

Date: _____

Request Approved - absence will be recorded as excused: _____

Request Denied - absence will be recorded as unexcused: _____
(You will be notified if the absence will be unexcused.)

Administrator signature: _____ **Date:** _____

** Please return this form to the Attendance Office **