

## **Pre-Arranged Absence Form**

(Due at least one week before the absence is to occur)

FROM:       Parent/Guardian         RE:       Request to have absence(s) excused         Please excuse my son/daughter	TO:	Attendance Administrator, School	
Please excuse my son/daughter Grade On the following date(s): Reason for absence(s); attach documentation as appropriate): Educational benefit of absence(s): Educational benefit of absence(s): 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: Request Approved - absence will be recorded as excused: Request Approved - absence will be recorded as unexcused.) Administrator signature: ** Please return this form to the Attendance Office ** 2757 West Pensacola Street - Talahassee, Florida 32304-2998 - Phone (850) 487-7147 - Fax (850) 487-7141 - <u>www.leon.k12.lus</u> *The Leon County School District does not discriminate against any person on the basis of gender, marital status,	FROM:		
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