

DeForest Area Elementary Schools

**PREARRANGED ABSENCE**

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Dates to be gone: \_\_\_\_\_

\_\_\_\_\_

Reason for absence \_\_\_\_\_

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The school encourages regular and punctual attendance as it is essential to school success. Though there are many valid reasons why children at times need to be gone when school is in session, we want to be sure that we accommodate your child's learning during their absence in the most beneficial way.

Every effort will be made to provide your child with missed work that includes new concepts during their absence. We believe that the best way to provide for missed work is to give it to your child following the return from the absence. Assignments will be collected and upon his/her return, the teacher will decide which of the assignments will need to be completed in order to learn the skills and concepts taught during the absence. We believe this method will benefit each student's needs better and make the assignments given more relevant to what was actually covered.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Homeroom Teacher Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Elementary Principal Signature

\_\_\_\_\_  
Date

APPROVED \_\_\_\_\_

DISAPPROVED \_\_\_\_\_