

LITTLE MIAMI PRIMARY SCHOOL
PRE-ARRANGED ABSENCE FORM

Dear Parents / Guardians,

State Statute places the responsibility with the parents for children being in school. Strictly interpreted, it is illegal for students to be out of school for any other reason other than personal illness, death in the family, quarantining or religious holiday. Therefore, parents are asked to plan family vacations and appointments to correspond with the school calendar. However, we realize that is not possible in all circumstances. If you must have your child out of school for other reasons, it is your responsibility to see that your child accomplishes the work that he/she will miss. For pupils who will be absent due to a family obligation or similar reasons, the following procedures and guidelines also must be adhered to for those absences to be excused.

1. Present this completed form to the principal two weeks prior to the absence.
2. If a student has an attendance problem, or is in danger of failing, this request may be denied. If the request is denied and the parent elects to remove the child from school, the absences will be unexcused.
3. If possible, you may secure assignments from the teacher prior to the absence. Be aware that teachers are not required to provide long-range assignments for vacationing students.
4. Upon return to school, students should submit any assignments, papers, or projects to the teachers.
5. Vacation absences are included in the total number of absence occurrences. Only 5 days absence per year may be excused for vacation purposes. If a child has accrued 12 absence occurrences, vacation time will not be approved.
6. **No requests will be approved during District Testing weeks.**

Section A - To Be Completed By Parent/Legal Guardian:

STUDENT NAME _____
Homeroom Teacher _____ Grade _____ DATE(S) REQUESTED _____
REASON _____
PHONE: H- _____ C- _____ EMAIL: _____

Section B – To be completed by Teacher(s):

Please indicate the approximate grade of the child in the following subject areas:

Reading _____
Language Arts _____
Math _____
Science _____
Social Studies _____
Teacher Initials _____

Section C – To be completed by Office:

Total Absence Occurrences to Date
Excused _____ Unexcused _____
Total Hours of School missed
Excused _____ Unexcused _____

Having read the above information, if you still desire to take your child out of school for vacation purposes or another commitment, please sign below:

Parent/Legal Guardian Signature _____ Date _____

Principal's Signature _____ APPROVED PARTIALLY APPROVED DENIED

Comments: _____

***Please remember that even approved vacation days will count towards your 12 absence occurrences! Once a student has 12 absence occurrences, a doctor's note is required in order to excuse any absence.** Rev. 1/23