

**PREARRANGED ABSENCE FORM**

Dear Parent/Guardian:

Prearranged absences are considered unexcused, therefore the following form must be used so the student will be able to make up his/her missed work. Please read the following and complete.

**THE CONDITIONS UNDER WHICH THIS ABSENCE IS GRANTED ARE AS FOLLOWS:**

1. The Gwinnett County Board of Education strongly advocates attendance for the entire school year in order for the student to obtain maximum benefit from educational opportunities offered.
2. If the parent decides to have their student miss school for travel purposes, the Board will count the student's absence from school as unexcused and the student and the parent will assume responsibility for all schoolwork missed.
3. Class work and homework will have to be made up and grades for these will be assigned to the student.
4. Any previously assigned project(s) or term papers that are due during the absence must be turned in to the teacher the first day the student returns to class.
5. The student shall be held responsible for any pre-scheduled test(s) which coincide with the student's absence. Such tests must be made up within a period of time prescribed by the teacher.
6. The teacher has no responsibility for giving the student special instruction over the work missed.

**I HAVE READ AND DO UNDERSTAND THE ABOVE CONDITIONS**

Student Signature \_\_\_\_\_ Parent Signature \_\_\_\_\_

**PROCEDURE**

1. Complete the form; including student name, grade and number, reason for absence, signature of parent and phone number where a parent can be reached to verify the dates and absences.
2. Turn in completed form to the Student Services Office so it can be verified. Verified forms may be picked up later in the day.
3. Take form to teachers and have signed. When all teachers have signed the form, return the form to the Student Services Office.
4. Completed form will be processed and a copy will be given to the student.

**INFORMATION**

**Step 1**

Student Name: \_\_\_\_\_ Parent Name: \_\_\_\_\_

Student Number: \_\_\_\_\_ Grade: \_\_\_\_\_ Phone No. for Verification: \_\_\_\_\_

Reason for prearranged absence: \_\_\_\_\_

\_\_\_\_\_ Date(s) Absent \_\_\_\_\_

**Step 2**

Verified by: \_\_\_\_\_

**Step 3**

<b>Period</b>	<b>Subject</b>	<b>Room No.</b>	<b>Teacher's Signature</b>
<b>Period 1</b>			
<b>Period 2</b>			
<b>Period 3</b>			
<b>Period 4</b>			
<b>Period 5</b>			
<b>Period 6</b>			