



EDINA SCHOOLS

Form for Pre-Arranged Personal Absences, Family Vacations, and Significant Educational Opportunities

Form must be filled out **5 days prior to the absence for it to be considered excused!**

Student Name: _____ Grade: _____ ID#: _____

Parent/Guardian Name: _____

Parent Phone Number(s): Cell (____) ____ - ____ ; Home (____) ____ - ____

Date(s) of Absence: * _____ through * _____

*Leaving midday at: _____ AM/PM *Returning midday at: _____ AM/PM

Additional Notes

Check one Circle Below:

Religious Observance

Personal Matter / Family Vacation

Significant Educational Opportunity - Please supplement this form with a short written explanation of the opportunity.

• Students who incur **nine "excused" and/or "unexcused" absences in any given semester** will be placed on an attendance contract. (Some pre-arranged absences may fall under the "excused" category but count toward cumulative absences.)

• Under **no circumstances** will students be excused for prearranged absences occurring on/during state mandated testing dates unless arrangements have been made with school staff to have the student participate at another time. Vacation or personal related absences on those dates will be marked as unexcused.

• Students/Parents/Guardians are responsible for contacting teachers and making arrangements for make-up work before turning the form into the office. Teachers are under no obligation to allow make up work or tests if Parents/Guardians do not make arrangements prior to their absence.

Please return completed form to the front office.

I have read and understand the conditions listed above.

Parent/Guardian Signature: _____

Date: _____