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: ________________