

# EAST LANSING HIGH SCHOOL PRE-ARRANGED ABSENCE FORM

It is extremely important you read this entire document; failure to understand and comply with the attendance policy as stated may lead to procedural academic failure for your son/daughter.

Because of the ample vacation allowance into the school calendar, parent/guardians are **STRONGLY** urged to arrange their vacations accordingly and refrain from taking the student out of school. Regardless of academic talent, absent students miss valuable classroom participation, instruction and interaction. Classroom experience is impossible to replicate – even with make up work.

However, when parents/guardians find it necessary to remove their son/daughter from school for vacations and/or family responsibilities, the attendance policy will permit parents to arrange for one (1) extended absence per year not to exceed five (5) school days.

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Students are to have their parent/guardian complete the form and present the form to their teachers a **MINIMUM** of two (2) days **BEFORE** leaving school. The teacher's signature acknowledges the student's absence from school.

Student name: \_\_\_\_\_

Nature of absence: \_\_\_\_\_

Dates of intended absence: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_

<b><u>Class</u></b>	<b><u>Teacher Signature</u></b>	<b><u>Teacher Comments</u></b>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____

Attendance office check out: \_\_\_\_\_

Failure to return the completed form to the attendance office will result in unapproved absence from school.