

**SAINT MARIA GORETTI
PREARRANGED ABSENCE FORM**

Prearranged absences may be requested by parents when a child must be out of school for special events and/or situations. Such requests by parents must be made at least one week in advance and are subject to the approval of the principal. Because attendance is important, prearranged absences will be granted on a very limited basis per family per school year.

Upon approval or rejection of the absence, the parents will be issued a copy of this form indicating the decision of the principal. If approved, the principal will also forward a copy to each appropriate teacher so that assignments may be prepared. These assignments will be issued the last day the child is present at school and are due the day the child returns to school. Obvious exceptions to due dates are tests, special projects, etc., which will be worked out with the teacher.

Please complete this form in its entirety and return to the school principal.

Name: _____

Date submitted: _____

Our family requests that: _____

Child	Grade/Class
_____	_____
Child	Grade/Class
_____	_____
Child	Grade/Class
_____	_____
Child	Grade/Class
_____	_____
Child	Grade/Class
_____	_____

Be excused from classes during the period of: _____

For the following reason: _____

We agree to the above stipulations and will uphold the policy as written.

Parent Signature: _____

_____ Excused Absence	_____ Unexcused Absence		
Principal: _____ Date: _____			
_____ Parent	_____ Permanent Record(s)	_____ Teacher(s)	_____ Binder