

REQUEST FOR A PRE-ARRANGED ABSENCE

Howard County Public School System policy allows a parent/guardian to take his/her child out of school for up to 3 days per year at the parent's discretion. We do not encourage the use of these days as the activities that take place in our classrooms cannot truly be replaced through make-up assignments. However, if this absence is truly deemed necessary by the family, we will do our best to work closely with families who make such a request in a timely fashion. **For absences in excess of three days, the principal, in consultation with the Central Office administrative directors, will determine if the absences will be lawful/excused or unlawful/unexcused.**

THIS SECTION MUST BE COMPLETED BEFORE IT IS PRESENTED TO THE TEACHERS INVOLVED.

STUDENT'S NAME _____ DATE(S) OF PLANNED ABSENCE _____

PARENT'S NAME _____ NO. OF DAYS MISSED _____ (NO MORE THAN 3 PER YEAR)

REASON FOR PROPOSED ABSENCE: _____

PARENT/GUARDIAN SIGNATURE _____ DATE: _____

HOME PHONE: _____ WORK PHONE: _____ SUBMITTED: _____

PERIOD	CLASS	COMMENTS	TEACHER
1			
2			
3			
4A			
4B			
5			
6			

**Teacher's comments should include a brief summary of work that will be missed (especially major tests). The teacher's signature acknowledges receipt of this information.

PRINCIPAL'S SIGNATURE: _____ DATE: _____

THIS FORM MUST BE COMPLETED AND SUBMITTED TO THE FRONT OFFICE BEFORE THE SCHEDULED ABSENCE.