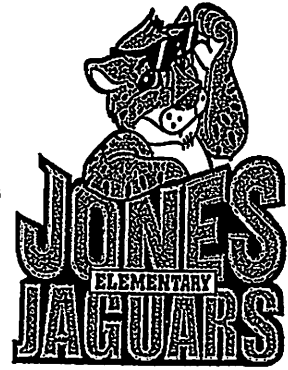


## Pre-arranged Absence

CCSD School Attendance policy states, Parents/Guardians must submit a written request to the school prior to the absence(s) and the maximum number of pre-arranged absences is 10 per school year. Any pre-arranged absence(s) after 10 will be marked unexcused. A pre-arranged absence still counts as an absence. A pre-arranged absence simply signifies that a reason was given for the absence.



Student Name	Student Number	Absences To Date	Grade/ Teacher

Absence Date(s): \_\_\_\_\_

Total Days Student(s) is expected be absent: \_\_\_\_\_

*Reason: Please choose from one of the following:*

- Sick
- Dr. Appointment
- Family Emergency
- Death in the Family
- Going out of Town
- Other:

Please Specify \_\_\_\_\_  
\_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Acknowledgement:

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_