TRITON ELEMENTARY SCHOOL

**PRE-ARRANGED ABSENCE REQUEST FORM**

**TES Attendance Policy**: In the event that an absence from school is known in advance, the parent/guardian should submit a Pre-Arranged Absence Request prior to the absence. This form can be obtained in the school office or downloaded from the corporation website [www.triton.k12.in.us](http://www.triton.k12.in.us)*. (Triton Elementary Student/Parent Handbook, p. 10)*

*Parent/Guardian: Please complete the information below, sign, and submit the form to the office prior to the intended absence.*

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for Absence \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Absence \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- |
| Teacher | Grade | Teacher Signature |
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Parent Signature Principal/Administrator Signature

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Date Received

***Absences will be entered in Harmony according to the guidelines below.***

**Excused absences** at Triton Elementary are those absences recognized by state law or school policy. These absences include student illness/injury, death of a family member, exposure to a contagious disease, required religious observance, confirmed medical/dental appointments.

**Unexcused absences** are those not recognized by Triton Elementary. Examples include unverified absences, out-of-school suspension for inappropriate behavior, absence without parental consent, and family vacations.

Make-up work can be credited for any absences (except for out of school suspensions) with the approval from the teacher and principal.