

Pre-Arranged Absence Form  
Nauvoo-Colusa School District 325

Student Name: \_\_\_\_\_ Please Circle: A Day    B Day

Today's Date: \_\_\_\_\_

<b>Reason for Absence:</b>	<b>Dates of Absence:</b>
Family Vacation:	_____
Field Trip (See below):	_____
Extra-Curricular:	_____
Appointment:	_____
Other:	_____

If the absence is a family vacation, principal must approve before the bottom of this form is completed. Request to principal must be made at least 48 hours before absence.

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

**Principal's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

I understand \_\_\_\_\_ is responsible for:

- Informing his/her teachers of the absence
- Making arrangements in advance for make-up work
- Returning this form with proper signatures at least by 3:00 pm the day before leaving
- Family Vacations should be taken before May 1<sup>st</sup> of each year

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

<b>Class Period – A Day</b>	Teacher's Signature	<b>Class Period – B Day</b>	Teacher's Signature
1	_____	1	_____
2	_____	2	_____
3	_____	3	_____
4	_____	4	_____

Students are to be prearranged for only the time he/she will be absent for the field trip. If the field trip is for a half a day, the prearranged will be for a half a day. If a field trip is cancelled after the student has prearranged for it, the student is to attend his/her regularly scheduled classes on the day of the planned trip. Students who choose not to go on a field trip are to attend regularly scheduled classes. Students who choose not to go to class when a field trip has been cancelled will be marked unexcused/truant with points assigned according to the student handbook.

**Field Trip Supervising Teacher** \_\_\_\_\_ **Date** \_\_\_\_\_

