

Edina High School Pre-Arrangement Absence Form

Student Name: _____

Parent Name: _____

ID #: _____

Grade: _____

Parent Phone Number: _____

Dates of Absence(s): _____ *(Check one box below)*

- Absence is related to a **Personal Matter** or **Family Vacation**
- Absence is related to a **College Visit**, documentation required from the college, upon return from college visit
- Absence is related to a **Significant Educational Opportunity**, documentation required

- Students that incur nine “limited excused” and/or “unexcused” absences in any given semester will be placed on an attendance contract. (Pre-arranged vacations *and* College Visits fall under the “limited excused” category.) Students reaching ten absences in any course in a single semester may receive no credit for that course and be placed in a study hall.
- **Under no circumstances** will students be excused for vacations or College Visits occurring on state mandated testing dates. Vacation or College Related-related absences on those dates will be marked as unexcused.
- Students are responsible for contacting each teacher and making arrangements for make-up work, before turning the form into the office.
- **This form must be completed and turned in at least five school days prior to departure. Teachers are under no obligation to sign this form after the five school days. Forms not turned in 5 school days prior will result in the absence being marked as unexcused.** Please return this form to Chelsea Duke in the main office of Edina High School.

I have read and understand the conditions listed above.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Outline of your plan for maintaining progress in your courses: The student listed above has made prior arrangements with me regarding his/her upcoming absence(s). He/she must write the expectations and due dates for the **make-up assignments on the second page, prior to my signing.**

Hour 1: Teacher Signature: _____	Hour 2: Teacher Signature: _____
Hour 3: Teacher Signature: _____	Hour 4: Teacher Signature: _____
Hour 5: Teacher Signature: _____	Hour 6: Teacher Signature: _____
Zero Hour: Teacher Signature: _____	

Office Use Only Date form received: _____
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To Be Completed By the Student:
Make-Up Plan & Assignments

Hour 1:

(ex. I will get notes from Johnny Smith.)

Hour 2:

Hour 3:

Hour 4:

Hour 5:

Hour 6:

Zero Hour: