

Southwest Local School District

Pre-Arranged Notice of Student Absence Form

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor schoolwork; therefore, all students are urged to make appointments, do personal errands, etc., outside of school hours.

The Board of Education does not believe that students should be excused from school for vacations or other non-emergency trips. The responsibility for such absences resides with the parent(s), and they must not expect any work missed by their child to be retaught by the teacher. If the school is notified in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent.

Student Name: _____ Parent Name: _____

of Days Requested: _____ Absence Start Date: _____ Student will return to school on: _____

Reason for Absence: _____

School (Please Circle):

CROSBY HARRISON ELEM. MIAMI WHITEWATER ELEM. HJS WHHHS

Student's Address: _____ City: _____ Zip Code: _____

Parent Signature: _____ Date: _____

Administrative Review:

Unexcused Absence Notes: _____

Excused Absence: (reasons for which absences may be excused, please check the appropriate box:

- 1. Personal illness of the student;
- 2. Illness in the student's family;
- 3. Needed at home to perform necessary work directly and exclusively for parents or legal guardians (applies to students over 14 years of age only);
- 4. Death in the family;
- 5. Quarantine for contagious disease;
- 6. Religious reasons;
- 7. Traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours) or
- 8. As determined by the Superintendent.

Principal's Signature: _____ Date: _____

Superintendent's Signature: _____ Date: _____
(Applies only to #8 above)
