

Warren Tech, Jefferson County Public Schools

(Additional Pre-Arranged Absence form is required for home high school classes)

Pre-Arranged Absence Form

Students need to make every effort to attend school. When a student is absent from school it is difficult to make up work satisfactorily because of the missed time that includes classroom discussion, presentations, and teacher instructional delivery. Attendance is directly related to student success. Low grades and failure to successfully complete the student's program at Warren Tech is most often associated with issues of poor attendance. Warren Tech's class length makes attending classes even more imperative. When a class is missed here, it is analogous to missing several days at a traditional school. Therefore, every effort should be made to schedule activities so the do not interfere with class attendance.

In the event that an absence is unavoidable this form will be used. Students are to:

- 1) request a copy of this form from their teacher
- 2) complete this form
- 3) have their parent/guardian sign this form
- 4) return the completed form to their teacher no later than 3 days prior to the absence
- 5) in order for the absence to be excused, the student must meet one or more of the following conditions: a) in good academic standing (grade C or better); b) has no unexcused absences; c) has four or fewer excused absences in a semester or seven or fewer in a school year.

Name of Student _____ Student # _____

Home School _____

☐ This is a one time absence: Date(s) to be effected _____.

On this date(s) I will be absent (check)

☐ The entire class time ☐ Coming in late at (time) _____ ☐ Leaving early at (time) _____

or

☐ This is a reoccurring absence: (check)

I will be missing on: ☐ Mondays ☐ Tuesdays ☐ Wednesdays ☐ Thursdays ☐ Fridays

On this day(s) I will be absent starting (date) _____ and ending (date) _____

☐ The entire class time ☐ Coming in late at (time) _____ ☐ Leaving early at (time) _____

Reason for absence: explain on the lines provided. ☐ Due to home school schedule, ☐ Other

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Telephone Contact during absence: _____

Teacher/Admin. Only:

Program _____ Session ☐ am ☐ pm ☐ all day

Teacher's Signature _____ Date _____

☐ Approved/Excused ☐ Denied/Unexcused because:

☐ Student in danger of Failing ☐ Too many absences or unexcused absences

☐ Administration Referral ☐ Other _____

Administrator's Signature _____ Date _____

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☐ Attendance Secretary Copy

☐ Teacher/Program Copy