

# Powell Middle School

## Pre-Arranged Absence Request

Students are to:

1. Obtain *Pre-Arranged Absence Request* **and** submit a written letter of request at least ten business days prior to the trip for approval. Attach the letter of request for the trip from a parent/guardian to this form.
2. Please have form signed by all of your child's teachers and a current grade must be indicated on this form.
3. The completed form and parent note, with all teachers' signatures must be returned to the Principal's Secretary (Ms. Pastore) no later than 7 business days prior to the trip.
4. Students who do not follow this procedure will receive an unexcused absence for each day they are not in attendance at school.
5. Pre-arranged absences for trips/vacations will be limited in number by administration with up to 5 days approved- these cannot be approved during state testing sessions.
6. If the request is denied by administration, absences will be documented as unexcused.

**Student's Name** \_\_\_\_\_ **ID#** \_\_\_\_\_

**Trip Purpose:** \_\_\_\_\_ **(Please attach letter of request)**

**Date(s) of Trip:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Subject and Teacher's Signatures:**

**Current Grade**

Period 1	_____
Period 2	_____
Period 3	_____
Period 4	_____
Period 5	_____
Period 6	_____
Period 7	_____

**Teachers:** \_\_\_\_\_ **If this is approved, code your grade book with a "C" for those days the student is not in attendance in your class.**

**Approved:** \_\_\_\_\_ **Denied:** \_\_\_\_\_

**Administrative Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**The last 3 days prior to winter break and the last 3 days of school are testing days. April & May are state testing sessions and cannot be approved to miss state testing.**

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