Request for Pre-Arranged Absence

Absences

Approval of a request for a pre-arranged absence may be given in situations such as family, group, or individual activities of significant benefit to the student to warrant absences from school. Head of School may approve the prearranged absence of students upon written request from a parent/guardian. Requests for approval of a prearranged absence will be submitted on the form provided, and will be considered after the necessary details are provided. In accordance with states statue 118.15 (3)(c) ... A child may not be excused for more than 10 days in a school year under this paragraph.

Request for Absence:

The parent(s)/guardian(s) of _____ are planning an absence from school

for _____ school days, from _____ to _____ for the purpose of _____

_____ _____

Parent/Guardian Signature Date

Verification:

Downtown Montessori acknowledges your request for an absence. We appreciate your communication and encourage strong school attendance for the remainder of the school year. It is the student's responsibility to ensure all possible make-up work is completed.

_____ _____

Principal Signature Date

☐Approved ☐Not Recommended Due to Academic/Attendance Concerns