

**MOORESVILLE HIGH SCHOOL
PRE-ARRANGED ABSENCE**

REQUESTS FOR PREARRANGED ABSENCES MUST BE MADE FIVE (5) SCHOOL DAYS PRIOR TO ABSENCE.

Student _____ ID# _____

Dates for Absence _____

Good school attendance is an important part of your child's education. We understand that there are times when parents must ask for their student's release from school attendance for reasons other than those recognized by law. In the event that a student must be absent from school for reasons other than those recognized by law, it is necessary to prearrange the student's absence. The procedure for arranging a student's absence in advance is as follows:

The parent's responsibility is to obtain a form, list the dates of anticipated absence, sign the form, and then to return it to the Attendance Office in Student Services.

The school's responsibility will be to check the school calendar to ensure that a date has not been requested that is an unacceptable prearranged absence day (testing days for example). The school will also confirm that the student is in good standing with regard to his/her attendance. Once the aforementioned criteria have been met, the administrator will sign the form and release it to the student.

The student's responsibility will be to carry this form to each of his/her teachers for initialing and will be expected, when applicable, to complete school work before the day of the absence or make-up work upon return to school. The completed form must be returned to the Attendance Office before leaving on the pre-arranged absence. In most cases these absences will count toward the student's total of ten (10) days. (Please refer to the attendance policy in the student handbook.)
If there are any questions regarding this procedure, please feel free to contact the school at 831-9203.

Parent's Signature _____

Attendance Signature _____

THE TWO SIGNATURES ABOVE ARE REQUIRED BEFORE TEACHERS INITIAL FORM.

<u>Class/Subject</u>	<u>Teacher's Initials</u>
Period 1 _____	_____
Period 2 _____	_____
Period 3 _____	_____
Period 4 _____	_____
Period 5 _____	_____
Period 6 _____	_____
Period 7 _____	_____

***It is important to note that students are expected to maintain good standing with regard to their attendance. It is always possible that a form signed well in advance will be denied at the time of absence if the student is facing loss of credit in any class due to attendance.