Fayette County School System
Application for a Student Pre-Arranged Absence

Student Name [   ] Grade [   ]

Address [   ] Phone [   ]

Date Leaving [   ] Date Returning [   ] # School Days Absent [   ]

Reason for absence(s): [   ]

Procedures:

1. Pre-Arranged Absence forms will be issued only to parent(s)/guardian(s) after a formal request to the principal. This request must describe the educational nature of the absence(s). Please attach to this form.
2. All Pre-Arranged Absence forms must be completed and on file before the date(s) of absence.
3. The principal's and the Superintendent or designee's decision is final on all pre-arranged absence requests.

Guidelines: We, the undersigned, understand the following guidelines:

1. Pre-Arranged absences are applicable to trips that are considered educational in nature or as approved by the Superintendent/designee.
2. It is the responsibility of the student to inform the teacher(s) of the dates of this pre-arranged absence.
3. Teachers are not required to prepare assignments in advance for students who are anticipating days of absence; however, blended, eLearning or options will be used as possibilities.
4. The absence will be recorded as unexcused (as per State Board Rule 160-5-1-.10), but the student will be allowed to make up any assignments. (If all assignments are successfully completed within the established time frame, the Superintendent/designee may adjust the recorded attendance category to excused.)
5. Arrangements to make up assignments must be completed by the student no later than the corresponding number of absences or days missed. For example, if five days are missed, all assignments must be completed within the next five school days.
6. Pre-arranged absences are limited to <u>one</u> request per semester.
7. At the high school level, these absences <u>will</u> count against exam exemption and the attendance policy.
8. Principals will ensure students have been issued their school provided Chromebooks.
9. Classroom teachers will determine all assignments (eLearning, Edgenuity, Blackboard, blended, etc.)

[ ]	[ ]
Parent/Guardian's Signature	Date
[ ]	[ ]
Teacher Name	Teacher Name
[ ]	[ ]
Teacher Name	Teacher Name
[ ]	[ ]
Principal's Signature	Date

Revised: 08/08/18