

Salt Fork Community School District #512

Pre-arranged Absence Form

Any student who, upon a parent or guardian's request, will be absent from school for three or more days should complete the following:

Student's name: _____

Dates the student will be absent: from _____ to _____

Reason: _____

Attendance-Unexcused Absences

The school district believes that an educational system is organized on the basic premise that all students shall regularly attend school. When a student is absent, the absence shall be treated as excused or unexcused. This form needs to be filled out if your son/daughter is going to be absent from school for an extended period of time due to a family event/vacation. **VACATION DAYS ARE NOT EXCUSED AND WILL BE COUNTED FOR TRUANCY.** The state policy is 9 unexcused days is a chronic truant.

Please read this carefully and sign this form. Be sure to have this form returned, signed, at least one week prior to the extended absence.

I have read and understand the contents of this letter.

Parent Signature

Student