

IVERSON ELEMENTARY SCHOOL PREARRANGED ABSENCE NOTIFICATION



Nevada Law allows prearranged absences. CCSD Regulation allows up to ten prearranged absences during the school year.

Instructions:

- Submit completed application to the Front Office at least one school day prior to prearranged absence date.
- The student is responsible for submitting all work within three days of returning to school to receive credit.
- All assessments, tests, and graded assignments will be completed in school and not sent home.
- All pre-arranged absences for which makeup work was not completed shall be converted to unapproved.
- Providing student assignments prior to the absence is at the discretion of the classroom teacher.

Note: Medical appointments are excused and do not need to be pre-arranged.

Student name: _____ Grade: _____

Student number: _____ Teacher name: _____

Dates requested: _____ Number of days (≤ 10): _____

Reason for prearranged absence: _____

Note: Prearranged absences will not be approved without parent/guardian signature

Parent signature: _____ Date: _____

Administrator Signature: _____ Date: _____

For the teacher: Students have 3 days to complete all assignments related to the pre-arranged absence. *No graded assignments are to be sent home.* It is your responsibility to notify the office if work related to the pre-arranged absence is not completed within 3 days from returning to school.

Comments: _____
