

Maconaquah School Corporation

Request for Pre-Arranged Absence



Maconaquah School Corporation strongly discourages request for days to extend time for vacations and encourages families to schedule vacations during the breaks as listed on the school calendar. Absences for vacations, business trips, etc., will count toward the 10-day policy at the high school. Prearranged absences must be requested with the school office 7 Days prior to departure. No more than five (5) countable days per year may be used for these purposes. The student will be responsible for all missed school work. Emergency situations will be handled on an individual basis.

Student Information:

Parent/Guardian Name:	<input type="text"/>		
Address:	<input type="text"/>		
Phone Number:	<input type="text"/>		
Dates requested for child/ children to be absent:	<input type="text"/>		
Purpose of absence:	<input type="text"/>		
Name (s) of students to be included in this request:	<input type="text"/>		

Information on students to be included in this request:

Student Name #1:	<input type="text"/>		
School:	<input type="text"/>	Grade:	<input type="text"/>

Student Name #2:	<input type="text"/>		
School:	<input type="text"/>	Grade:	<input type="text"/>

Student Name #3:	<input type="text"/>		
School:	<input type="text"/>	Grade:	<input type="text"/>

Administrator's Section:

Decision:	<input type="radio"/> Approved
	<input type="radio"/> Disapproved

Date:	<input type="text"/>	Signature:	<input type="text"/>
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