

# Carolyn S. Reedom ES



## **A. Pre-arranged Absence Request** (Section to be completed by Parent)

Nevada State Law allows you to arrange absences for your child in advance. CCSD Regulation 5113 classifies up to 10 arranged absences during a school year as approved. However, arranged absences in excess of 10 during the school year are unapproved and count toward the limitation of absences. Any arranged absences for which the makeup work is not completed and submitted as required are also unapproved. Students who exceed the limitation of absences could receive a failing grade and/or may be retained in the current grade. **A pre-arranged absence still counts as an absence.** A pre-arranged absence simply signifies that a reason was given for the absence.

**Date Request Made:** (Must be 5 days in advance for approval) \_\_\_\_\_

**Teacher Name:** \_\_\_\_\_

**Absence Date(s):** \_\_\_\_\_ **Total Days Absent:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_

**Comments – reason for absence(s):** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_

**Administrator's Signature** \_\_\_\_\_ **Date Received:** \_\_\_\_\_

☐

Request Approved

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Request Not Approved

**Reason:** \_\_\_\_\_

## **B. Classroom Assignments to be Completed** (Section completed by Teacher)

**Reading:** \_\_\_\_\_

**Math:** \_\_\_\_\_

**Writing:** \_\_\_\_\_

**Science/Social Studies:** \_\_\_\_\_

**Other:** \_\_\_\_\_

## **C. Absences Approved/ Not Approved** (Section to be completed by Teacher/Admin)

**All Make-up work completed.** ☐ Yes ☐ No **Initials of Teacher** \_\_\_\_\_

**Final Approval of Absences** ☐ Yes ☐ No **Initials of Admin** \_\_\_\_\_