

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.

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

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** _____