

Beechwood High School



Prearranged Absence Request

Please complete the TOP part of this form only and return to the appropriate office. Prearranged absences will not be authorized during any of the State Testing.

Prearranged absences may not be authorized during High School Exams (December and May)

Student _____

Grade _____

Date(s) of planned absences _____ Date student will return to school _____

Reason for absence _____

H.S. Only- If the PA absence is for a college visit you must complete an Educational Enhancement form only.

By signing below, I verify that I am the parent/ legal guardian of the above-named student, and plan to remove my child from the formal academic program during the dates noted. (This form is not required for doctor appointments).

I acknowledge Beechwood policy for prearranged absences that my child's teachers are not expected to tutor my child for work missed. This request to excuse my child is made AT LEAST ONE WEEK PRIOR to the first day of the planned absence. My child is responsible for obtaining assignments from each teacher before the absence.

I further acknowledge that any assignment given during the absence period will be due within two days of my child's return. Any assignment that is not submitted at that time will be scored as a grade of 0%. Any tests missed will be made up within a reasonable time frame, as determined by the teachers.

Parent / Guardian _____

Date _____

Review of attendance records, grades, etc. by administration:

Approved____ Denied____ Comments _____

Administrator _____ Date_____