

## APPLICATION FOR PRE-ARRANGED ABSENCE (PAA)

Name \_\_\_\_\_ Date(s) of Absence \_\_\_\_\_

Grade \_\_\_\_\_ Reason for Absence \_\_\_\_\_

**Parents should carefully consider the potential impact on the student when planning vacation during the academic year.** Families may apply for up to five days of pre-arranged absences per school year. Failure to complete a PAA form prior to the absence(s) will result in an unexcused absence(s). **No credit is given for work assigned on days unexcused.** PAA requests that are near the end of grading periods, during finals or standardized testing will usually be denied.

Parent/Guardian Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Please check one of the following 5 options for the above named student:

If requesting 2 days or less, please check one of the following 2 options:

- I am requesting a PAA and my student's school work at least **3 days prior to our absence**. I understand any school work given prior to the absence is **due the day my student returns to school**.
- I am requesting a PAA **less than 3 days** from our absence. I understand school work will be provided, but only on the day my student returns to school. The **school work will be due the first school day following 3 calendar days**.

If requesting 3-5 days in succession, please check one of the following 3 options:

- I am requesting a PAA and my student's school work at least **3 days prior to our absence**. I understand any school work given prior to the absence is **due the day my student returns to school**.
- I am requesting a PAA **less than 3 days** from our absence. I understand school work will be provided, but only on the day my student returns to school. The **school work will be due within 7 calendar days**.
- I am requesting a PAA, **but choose not to request school work in advance of our absence**. I understand school work will be given the day my student returns to school. The **school work will be due within 7 calendar days**.

**PROCEDURE:**

1. Parent request a PAA form for each child.
2. **Elementary** parents, please submit form to office. Office will submit to teacher.  
**Secondary** students, for homework requested in advance - take form to each teacher for completion and then present to secondary office.

Teacher's Initials	Class	Assignments/Homework

Date Submitted: \_\_\_\_\_ Date Due: \_\_\_\_\_ (Classroom late policy applies after this date.)

Administrator Signature: \_\_\_\_\_ Days Used \_\_\_\_\_ Remaining: \_\_\_\_\_