



PRE-ARRANGED ABSENCE FORM (3+ Days)

Please complete **SEVEN** days prior to intended absence
(Families with multiple children need to complete this form for each child)

We desire to give every child the best in-person educational experience possible here at HCS. Of course we recognize that there are occasionally legitimate reasons for absence such as illness, injury, funerals of family members and possibly doctor or dentist appointments that simply cannot be scheduled outside of school time.

As a school we also have an awareness of rest, Sabbath and family time but ask that you help us balance this with the value of all children being able to take advantage of the days set aside in the year for school. Please seriously consider how frequent and/or extended absences may affect the continuity of your child's academic progress. With this in mind please read the information below carefully.

I _____ intend to have my child, _____
(parent/guardian name) *(student name)*
absent from school from _____ to _____.
(date) *(date)*

- If possible, please provide work for my child in advance. (Teachers are not required to provide work in advance. ANY work provided in advance will be due the day the student returns to school.)
- School work is not requested in advance. (Work will be available to the student upon their return to school. Work will be due in accordance with the student handbook make up work policy for excused absences.)

This is the _____ planned absence during the school year for my child.
(1st , 2nd, 3rd , etc.)

I understand that my child will be missing educational opportunities, lessons, and activities that cannot be recreated or made up by merely completing assignments that would accompany those opportunities. I understand that this absence may impact my child's overall learning and grade-level success, which may require the help of a tutor to get caught up.

I understand and accept the expectation that any assignments that are given prior to my child's absence must be completed and returned on my child's first day back at school. I will support and aid my child appropriately by ensuring the completion of his/her work. I understand that the teacher may have additional missed homework for my child to complete upon his/her return.

I understand that my child's teacher and/or principal may have reservations about this absence and may make written comments or request a conference regarding this or future planned absences.

(signature of parent)

(date)