

PRE-ARRANGED ABSENCE NOTIFICATION (SAMPLE)

Submit completed application to the school office.

The student is responsible for requesting makeup work from all teachers and submitting it on time in order to receive credit for the work.

PLEASE NOTE: 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 and count toward the limitation of absences. Students who exceed the limitation of absences in any course will receive a failing grade, receive no credit for that course for that semester, and may be retained in the current grade.

The CCSD limitation of absences is ten (10) unapproved absences per semester.

Name of Student _____ Student Number _____

Today's Date _____ Date(s) Requested _____

Reason for arranged absence(s): _____

PARENT/GUARDIAN SIGNATURE _____

ADMIN SIGNATURE _____ DATE RECEIVED _____

PREARRANGED ABSENCES

The student listed below has prearranged an absence for the date(s) listed below. It is the student's responsibility to arrange for makeup work. Please sign below and record the absence(s) appropriately in Infinite Campus.

Name of Student _____

Student Number _____

Date(s) Requested _____

Period	Initials	Make-Up Assignment(s)

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