

Maconaquah School Corporation Request for Pre-Arranged Absence



Maconaquah School Corporation strongly discourages request for days to extend time for vacations and encourages families to schedule vacations during the breaks as listed on the school calendar. Absences for vacations, business trips, etc., will count toward the 10 day policy at the high school. Prearranged absences must be requested with the school office one week prior to departure. No more than five (5) countable days per year may be used for these purposes. The student will be responsible for all missed school work. Emergency situations will be handled on an individual basis.

Student Information:

Parent/Guardian Name:

Address:

Phone Number:

Dates requested for child/
children to be absent:

Purpose of absence:

Name (s) of students to be
included in this request:

Information on students to be included in this request:

Student Name #1:

School:

Grade:

Student Name #2:

School:

Grade:

Student Name #3:

School:

Grade:

Administrator's Section:

Decision:

Approved

Disapproved

Date:

Signature: