



Southwestern Middle School
PRE-ARRANGED STUDENT ABSENCE REQUEST

List Name of Student: _____

List Date(s) of Absences(s): _____

Your child will be exempted from absence under the following provisions of Indiana State law. Please check the reason below that applies. You **must** provide documentation supporting the absence reason.

- _____ Service as a page or honoree of the general assembly.
- _____ Service on a precinct election board or helper to a political candidate on the date of an election.
- _____ Subpoena to appear in Court as a witness in a judicial proceeding.
- _____ Service in active duty with the National Guard for not more than ten (10) days.
- _____ Participating as a member of the Indiana wing of the civil air patrol for not more than five (5) days.
- _____ Participating in an educationally related non-classroom activity which is consistent with and promotes educational philosophy and goals of the school corporation, facilitates the attainment of specific educational objectives, is part of the goals and objectives of an approved course or curriculum, represents a unique educational opportunity, cannot reasonably occur without interrupting the school day, and is approved in advance by the school principal. ***(Family trips/vacations are not considered excused absences.)***

List the location and/or place that will be visited for this educational experience:

Check the curricular area(s) that will be educationally enhanced during the visit and list how each guideline will be met:

- _____ Reading: _____
- _____ English: _____
- _____ Math: _____
- _____ Science: _____
- _____ Social Studies: _____

Note: The Pre-Arranged Student Absence Request must be submitted in writing at least two weeks in advance. The student will then make arrangements with teachers to work ahead, collect assignments, or to schedule make-up work for when he/she returns. Work assigned prior to the trip/vacation must be turned in to teachers on the day the student returns to school. Tests will also be made up on the day the student returns to school unless prior arrangements have been made with the teacher.

Parent/Guardian Signature: _____ Date: _____

Principal's Determination: _____ Approved _____ Not approved. Student will be counted absent.

Principal's Signature: _____ Date: _____