

Fresno Adventist Academy



Pre-Arranged Absence Request (K-4)

When absences are pre-planned, a "Pre-arranged Absence Request" form is to be submitted by the parent or guardian as soon as possible, no later than seven seven (7) days before the absence will occur. **Please note that pre-arranged does not mean excused.**

Parents: Once the pre-arranged absence form is completed and signed, the teacher(s) will work with you to provide your student with appropriate assignments. This does not guarantee that they will be where the class is academically when they return. The school is not responsible to provide extra tutorial sessions when the family elects the absence. The nature of the makeup work and completion date is at the teacher's discretion.

Students: You are responsible for presenting this slip to each teacher whose class you will be missing. After you have your parent's signature and all the teachers' signatures, you *must* have the principal sign the form. **You must return the form to the office at least one (1) week before the proposed absence. Pre-arranged forms that are not approved will result in non-excused absences.**

Student's Name: _____ Date(s) of Absence: _____

Reason for Absence: _____

Parent's Signature Date Signed

Teacher's Signature Date Signed

This Section Is To Be Completed by FAA Administration Only

Principal's Signature Date Received: _____

Excused _____ Unexcused _____