

**Fayette County School System**  
**High School Application for a Student Pre-Arranged Absence**

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

School \_\_\_\_\_ Date Leaving, \_\_\_\_\_ Date Returning \_\_\_\_\_  
(Number School Days Absent (not to exceed 2 days))

Reason for absence(s) - Please check one:

Athletic Tournament \_\_\_ Educational (additional college visit) \_\_\_ Awards/Recognition Program \_\_\_  
Dual Enrollment Final Exams \_\_\_ (coded TESTING)

**Procedures:**

1. Pre-arranged Absence forms will be issued only to parent(s) or guardian(s) after a written request to the Principal. This request must describe the nature of the absence(s). Please attach request to this form.
2. All Pre-arranged Absence forms must be completed and on file before the date(s) of absence.
3. The Principal's decision is final on all pre-arranged absence requests.

**Guidelines: We, the undersigned, understand the following guidelines:**

1. Pre-arranged absences are applicable only to trips that are considered educational in nature.
2. It is the responsibility of the student to inform the teacher(s) of the dates of this pre-arranged absence.
3. Teachers are not required to prepare assignments in advance for students who are anticipating days of absence.
4. The absence will be recorded as unexcused (as per State Board Rule 160-5-1-.10; with the exception of Dual Enrollment Final Exams they are coded as TESTING), but the student will be allowed to make up the work assigned during the absence(s).
5. Arrangements for missed work/assignments must be completed by the student no later than 5 days after returning from the absence(s).
6. Pre-arranged absence approvals are limited to one request per semester.
7. Pre-arranged absences will count against the exam exemption and attendance policy (exception of Dual Enrollment Final Exams; they are coded as TESTING).

\_\_\_\_\_  
*Parent/Guardian's Signature*

\_\_\_\_\_  
*Date*

Teacher(s) Name: \_\_\_\_\_

Teacher(s) Name: \_\_\_\_\_

\_\_\_\_\_  
*Principal's Signature*

\_\_\_\_\_  
*Date*

*Copy to Administrator and PArEnt*