

# HAINES MIDDLE SCHOOL



COMMUNITY UNIT SCHOOL  
DISTRICT 303

305 South Ninth Street, St. Charles, Illinois 60174-2667 331-228-3100 Fax 331-228-3101

**Pamela Jensen**  
*Principal*

**Robert Fraser, Jr.**  
*Assistant Principal*

**Kristina McKnight**  
*Assistant Principal*

## PREARRANGED ABSENCE FORM

Students must apply for the privilege of using the pre arranged absence days through the Principal/Assistant Principal's office. They will be given a prearranged form to be signed by their teacher(s) and parents. This completed form must be turned in two (2) school days prior to the date of the prearranged absence or it will be recorded as unexcused.

The building principal or designee has the authority to grant up to five (5) days of excused absence per year for the following types of absences:

- Career Education Visits
- Participation in regional and/or national contests or awards
- Family Vacation-qualified by the phrase "accompanied by a parent"
- Special Religious Events

Excused absences resulting from approved preplanned absence(s) shall be limited to five (5) days per year and may not be cumulative. Any date which is in excess of these five days is considered to be unexcused.

A student will not be eligible for an excused absence if the request for a prearranged absence covers the final week of the quarter.

STUDENT \_\_\_\_\_ STUDENT ID \_\_\_\_\_

DATE (S) \_\_\_\_\_ REASON \_\_\_\_\_

NUMBER OF PREARRANGED ABSENCES TO DATE \_\_\_\_\_

As parent/guardian of \_\_\_\_\_, I understand it is the sole responsibility of my son/daughter to secure and complete all assignments when prearranged absence is approved. I also understand that absences from school could affect the academic achievement of my son/daughter.

PARENT SIGNATURE: \_\_\_\_\_

FACULTY: This student is to notify you of his/her intention to miss your class. Your signature indicates that you have been contacted for the appropriate assignments. Please use the comment section to reveal any academic performance predicaments which could be caused by this absence.

### Teacher Initials:

Prd 1: \_\_\_\_\_ Prd 2: \_\_\_\_\_ Prd 3: \_\_\_\_\_ Prd 4: \_\_\_\_\_ Prd 5: \_\_\_\_\_

Prd 6: \_\_\_\_\_ Prd 7: \_\_\_\_\_ Prd 8: \_\_\_\_\_ Prd 9: \_\_\_\_\_

COMMENTS \_\_\_\_\_

PRINCIPAL'S SIGNATURE \_\_\_\_\_

# EXCUSED \_\_\_\_\_

# UNEXCUSED \_\_\_\_\_