**KING TECHNICAL HIGH SCHOOL**

Dr. Kern McGinley, Principal

Denise Edwards, Assistant Principal

**APPLICATION FOR PRE-ARRANGED ABSENCES**

**TO PARENTS AND STUDENTS:**

Please note the following information regarding pre-acknowledged absences.

**ACCUMULATION OF ABSENCES:**

Pre-acknowledged absences will be counted in total absences. A student will be placed on Attendance Probation when he/she acquires (10) ten absences in any semester class and withdrawn when he/she acquires (15) fifteen absences in any class. The Attendance Office will send a letter to the parent/guardian notifying them of the probation.

**MAKE-UP WORK:**

Work assigned before a pre-acknowledged absence will be due on the day the student returns to school. If notification of a test is given before the absence, the test may be given upon return to school. The test will be given at the teacher’s convenience.

**STEP 1: Complete the following:**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade \_\_\_\_\_\_\_ Age \_\_\_\_\_\_ ID# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

 Parent Work Phone \_\_\_\_\_\_\_\_\_\_\_

Proposed Dates of Absence \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_through\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for Absence \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**STEP II: List schedule and have teachers complete and sign.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Period** | **Subject** | **# of Absences to date** | **Grade to Date** | **Teacher****Signature** | **Teacher** **Comments** |
| **1** |  |  |  |  |  |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |
| **4** |  |  |  |  |  |

**STEP III: Parent/Guardian Approval:**

I give approval for the above request. Parent signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_

**STEP IV: Submit application to the Attendance Office.**

The above information has been acknowledged and will be appropriately noted on attendance record.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attendance Principal

Anchorage School District

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White-Attendance Yellow-Assistant Principal Pink -Student