



Pre-Arranged Absence Form

Please submit this form to the school office at least one week prior to the absence.

Complete one form for each student.

Student: _____

Family Group Teacher/Advisor _____

Student Grade: _____

ASD Attendance Policy

In accordance with Alaska State Statute, the Anchorage School Districts and the schools within are required to adhere to specific attendance policies and procedures. Pre-arranged absences will be coded as 'excused' if they are for illness, death or serious illness in the immediate family, participation in a school-related function, or attendance at a religious service. All other pre-arranged absences will be coded as 'pre-arranged unexcused'. Please note: any student who reaches or surpasses 10 absences in a given semester is considered habitually absent and will receive an Excessive Absence Letter (elementary and middle) or an Attendance Probation Letter (high school). Additionally, any high school student who reaches or surpasses 15 days absent in a given semester may have credit withheld and will be dropped from their respective classes.

Missed Instruction and Assignments

Polaris Teachers are not always able to provide work in advance of student absences. Students are responsible for coordinating with their teachers regarding any missed instructional time and assignments. Polaris curriculum involves labs, in-class projects, and seminar class experiences which cannot be replicated and make-up work may not reflect classwork missed.

Pre-Arranged Absence

My child will be absent from _____ to _____. Number of school days missed: _____

Reason: _____

I acknowledge these absences may impact my child's academic and/or social progress, including my child's grade and/or credit earned.

Parent/Guardian Name _____ Date _____

Parent/Guardian Signature _____

Office Use Only

This absence is: Excused Unexcused

Student absences this semester, including this absence: _____.

Chronically absent based on total absences this semester: Yes No

Principal Signature _____ Date _____

A copy of the completed form with the Principal's signature will be provided to the parent/guardian.



Secondary Student Communication Organizer for Pre-Arranged Absences

Communicating with teachers regarding your pre-arranged absence is your responsibility.

We encourage you to use the following organizer when coordinating with teachers, regarding missed instructional minutes, assignments, and expectations prior to, during, and after your pre-arranged absence.

<i>Period</i>	<i>Class</i>	<i>Teacher</i>	<i>Expectations for Missed Instructional Minutes & Assignments</i>
1			
2			
3			
4 GRAY			
5 GREEN			
6			

Please initiate a conversation with your Advisor so that they are aware of your absence and can support you in communicating with your teachers. -- Safe travels!