

Pre-Arranged Absence Requests

Prearranged Absences

Parents are encouraged to minimize absences during school hours, and to plan family trips and vacations during school holidays. Requests for prearranged absences for longer than one school day, should be for extenuating circumstances and must be submitted in writing to the principal within a reasonable time for the school to review, approve, and assign the absence type of excused or unexcused.

Due to varied demands on teachers for make-up work, teachers shall have discretion to decide the type and amount of work and when students shall make up work for preapproved absences. Teachers shall not be required to provide assignments in advance of the absences but may do so at their discretion. Parents and students are encouraged to work with teachers prior to the absence to develop a plan for making up missed work, including expected deadlines.

724-1 II A. 13 "Preapproved absences which become excessive in length may result in the absences being marked unexcused and a referral made to the attendance officer for compliance with the compulsory education laws." Each parent of a student enrolled in a public school has a duty to assist the school in enforcing compulsory school attendance."

Chronic Absenteeism

Chronic absenteeism, missing more than ten percent of the school year for any reason, has been associated with lower reading and math achievement in elementary grades, and class failure and drop out at the secondary level.

Mandatory Withdrawal

In order to comply with Virginia Department of Education recordkeeping requirements, students shall be withdrawn from PWCS student membership rolls after 15 consecutive days of absence regardless of whether their absences are excused or unexcused. Withdrawn students are not excused from mandatory school attendance requirements and are expected to reenroll as soon as possible. Students who withdraw to attend a non-PWCS school should notify the previously attended school as soon as possible and make reasonable attempts to follow the withdrawal procedures.

Please see this link for the [PWCS Regulation](#) on student attendance. **Regulation 724-1.**

Sincerely,

Ms. Donahue
Principal
Rippon Middle School

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Rippon Middle School

Pre-Arranged Absence Request Form

Please fill out and return to Ms. Rivera, Registrar

Student Name: _____ Grade: _____

Date(s) of Absence: _____

Reason for Absence: _____

Parent Signature: _____ Date: _____

School Use Only:

- Absence Request Approved
- Absence Request Denied but permission granted to make up missed assignments.
- Absence Request and permission to make up missed assignments denied.

Principal's Signature: _____ Date: _____