

BEAL CITY JR. / SR. HIGH SCHOOL

PRE-PLANNED ABSENCE

Students will be allowed two-prearranged absences not exceeding a total of five (5) school days per year for a trip with his/her parent/guardian. The request must be made in writing to the High School Principal's office at least (10) days in advance of the planned trip. All assigned work should be picked up in advance of the trip and be handed in when the student returns to school. If the above procedure is followed and all work is completed within the specified period of time, the days will not count towards the seven (7) day policy.

Approval of pre-planned absences will be based on the student's current academic performance, recommendation of teachers, and a pattern of regular school attendance. The student's teachers may have a conference to review the student's status. They will base their decision on the overall status of the student, which will include, but is not limited to the following; attendance in class, passing/failing courses, and behavior. Saturday detention may be assigned for time missed. The final decision will rest with the Principal. If the student does not meet the above-mentioned criteria, the request will be denied. If the student chooses to leave after the request has been denied, all days will be counted toward the seven (7) day quarter limit.

If you agree with the above information and wish to take a planned absence fill out the bottom portion of this form and return it to the Attendance Secretary.

Students Name: _____

Dates absent: _____ Reason: _____

Parents/guardians signature _____

TEACHERS: Signing this form indicates only that you have been notified of the above student's intent to be absent, and that they have made arrangements with you to make up their missed assignments. You are not giving your approval to this absence nor are you indicating that the student's grade will not be effected.

Teacher signatures for each Block

Period 1 _____

Period 5 _____

Period 2 _____

Period 6 _____

Period 3 _____

Period 7 _____

Period 4 _____

Principals Signature _____

Date _____