

# Pre-Arranged Absence and Assignment Request Form

## Upper Carmen Public Charter School

According to the Upper Carmen Public Charter School's Parent/Student Handbook:

### **Prearranged Absences:**

Parents who know in advance that their student will miss more than one day are required to obtain a Prearranged-Absence form, one week before absences. On return, students are required to submit pre-arranged absence form with their parent's signature and completed missed work. **No requests should be made during our state examination period in April and May.** Extended time missed from school is discouraged.

Today's Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Date(s) of pre-arranged absences: \_\_\_\_\_

| <u>Course</u>          | <u>Assignments</u> |
|------------------------|--------------------|
| <b>Reading</b>         |                    |
| <b>Math/Science</b>    |                    |
| <b>Language Arts</b>   |                    |
| <b>Music/Fine Arts</b> |                    |

Parent's Signature: \_\_\_\_\_