Thompson School District  
Pre-Arranged Absence Form (Elementary)

**TSD Pre-Arranged Absence Policy**  
If an extended absence is anticipated, a Pre-Arranged Absence form must be completed at least **48 hours** prior to the absence. The Thompson School District recommends this form be completed at least **one week** prior to the pre-arranged absence. This form is available in the school office or online at [https://www.thompsonschools.org/namaqua](https://www.thompsonschools.org/namaqua) (go to: “our school”, “attendance”, “pre-arranged absence form”) and must be returned to the school **prior** to the absence. As effective home-to-school partners, we know absences may sometimes have detrimental effects on a student’s academic progress, and this should be considered prior to requesting a pre-arranged absence. Arrangements for completing class work should be made with teachers at **LEAST 48 hours** prior to the pre-arranged absence(s). According to district policy, pre-arranged absences **WILL** count toward the absence limit and automated attendance letters will be generated accordingly.

<table>
<thead>
<tr>
<th>Student’s Name</th>
<th>Grade</th>
<th>Teacher</th>
</tr>
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</table>

Date(s) of absence(s) ___________________________  Total school days missed _____

Reason for Pre-Arranged Absence __________________________________________________________

Parent/Guardian Signature _______________________________________________________________

**For School use only:**  
Number of days missed so far in the school year _____, ½ day(s) _____, Tardies/leave early _____

Does the Teacher recommend the absence at this time? Please Circle one: Yes  No

Comments: ____________________________________________________________

________________________________________________________________________

Teachers will make recommendations based on curriculum, testing schedules and other factors; Administrators along with parents/guardians will make the final determination.

Teacher’s Signature ____________________________________________________________

Administrator Approval Signature __________________________________________________

Attendance Clerk please use PREA attendance code. Entered in IC __ Date __________________________
