

**Huntington Catholic School
Pre-Arranged Absence Request**

Policy: Huntington Catholic School does not encourage students to miss instructional time to accompany parents or guardians on vacations. However, parent vacation day absences may be allowed provided they meet the following guidelines:

1. Pre-Arranged absences due to family vacation must be made two weeks in advance of the vacation by using the Pre-Arranged Absence Request Form.
 - a. Make-up work for excused vacation absences shall be permitted. It is recommended that the work be done in advance whenever possible. If this is not possible, students will be given the opportunity for making-up the work missed due to approved absences. The length of time for completion shall be commensurate with the number of school days missed.
2. Any request longer than five days will be denied and no make-up work will be given.
3. No vacation absences will be accepted during ISTEP+, ACRE, and Core 40 testing, the last week of each quarter, or during any days that the school year may be extended due to prior school closings.
4. Parents with special circumstances may appeal to the principal. This must be done two weeks prior to the vacation.

STEP 1: INFORMATION FOR REQUEST

Student Name _____ Grade ____ Date(s) Requested _____

Reason for Request _____

Parent/Guardian Signature _____

STEP 2: PRINCIPAL'S REVIEW

___ Approved ___ Disapproved

Principal Signature _____ Date _____

Comments: _____

STEP 3: TEACHERS' NOTIFICATION

If request is approved, it must be presented to each of the student's teachers. Teachers will indicate they have seen this request by signing below.

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

STEP 4: OFFICE NOTIFICATION

This request must be returned to the office upon completion and prior to the absence.

Date of return _____