

TRINITY ACADEMY

**PRE-ARRANGED ABSENCE/LATE ARRIVAL/EARLY DISMISSAL  
NOTIFICATION FORM FOR LOWER SCHOOL**

For an extended absence, completing all make-up work is often *not* the most beneficial approach for a student. Each teacher will make a determination for which missed assignments would be beneficial for a student to complete (either in advance or post-absence), which assignments can be exempted, and which assignments can be replaced by alternate assignment(s). The alternate assignment(s) often will include a written and/or oral presentation of the educational aspect of the absence. This serves as an opportunity for the student to work on presentation skills, connect their experiential learning to their classroom, and to expose their fellow classmates to different information. When possible, work will be provided prior to the absence; however, that is not always possible depending upon the content missed. Teachers will clearly communicate when missed and assigned work is due to avoid late penalties.

Pre-assigned work (such as reports or projects due during the absence) should be submitted **before** the student leaves. Daily work which has been assigned before the student leaves for a pre-planned absence will be due the day the student returns.

**Pre-arranged educational absence days will not be allowed during exams or achievement test days.**

Student's Name(s) \_\_\_\_\_ Today's Date: \_\_\_\_\_

Date(s) of Planned Absence(s) \_\_\_\_\_

Type of absence: \_\_\_ Medical \_\_\_ Educational \_\_\_ Funeral \_\_\_ Unexcused

Details about Absence reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

For School use:

**Administrative Approval** \_\_\_\_\_ **Date** \_\_\_\_\_

Once approved, each teacher will be informed of the planned absence and communicate with you regarding work.