



## STUDENT PRE-ARRANGED ABSENCE FORM

PARENTS: This form is to be completed for pre-arranged absences. Pre-arranged absences include family vacations, traditional events and/or other non-medical reasons that are planned in advance.

Please complete, sign and return the information below to the school office at least 5 days in advance.

Any work the child will miss during their absence can be made up before or after the absence at the discretion of the Guide. It is the responsibility of parents and students to see that assignments are completed within the required time.

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

**Guide:** \_\_\_\_\_ **Classroom:** \_\_\_\_\_

**Dates of Absence:** \_\_\_\_\_ **to** \_\_\_\_\_

**Reason for Absence:**

- Family vacation*
- Traditional events and celebrations:* \_\_\_\_\_
- Non-medical (please explain):* \_\_\_\_\_
- Other:* \_\_\_\_\_

**Parent's Name (Printed):** \_\_\_\_\_

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

**Date:** \_\_\_\_\_

**\*\*NOTE:** *Students enrolled in grades Kinder-8<sup>th</sup> grade have an 18 absentee limit set by the Texas Education Agency in order to receive accreditation for the current school year at Mt. West Montessori. All children who exceed the 18 absence limit will not be accredited for the school year. \*\**