



Seymour | COMMUNITY SCHOOLS

SCSC Prearranged Excused Absence Request

To: School Administrator

From: Parent/Guardian

Having understood the following policy of the Seymour Community School Corporation (5200):

Participating in an educationally related non-classroom activity which is consistent with and promotes educational philosophy and goals of the school corporation, facilitates the attainment of specific educational objectives, is part of the goals and objectives of an approved course or curriculum, represents a unique educational opportunity, cannot reasonably occur without interrupting the school day, and is approved in advance by the school principal (I.C. 20-33-2-17.5)

- Assume full responsibility for any lack of progress that could be associated with the time of absence.
- See that the child turns in to each teacher on the first day he/she returns from the absence period, all written assignments for this period. Any required work not submitted to the teacher as prescribed may be refused for credit by the teacher.
- Realize that missed exams at the close of a grading period can be made up only at the discretion of the individual teacher whose decision is final. Note: It is the student's responsibility to pursue arrangements to make-up the exams.
- A child cannot make up an end-of-semester exam that would fall during a preferred prearranged absence period without the express permission of the teacher and arrangements have been made in advance.

I, _____, request approval of a prearranged absence
(Parent/Guardian)

for _____ for the following:
(Student Name)

Purpose: _____

Date(s) of Absence: _____

**Approved Permit for Prearranged Excused Absence
(Seymour High School)**

The parents of _____ Grade _____ Student # _____
(Student Name)

have made the necessary arrangements for this student to be absent from Seymour High

School _____ through _____
(Date) (Date)

It is understood that the student will get assignments from teachers prior to the absence and will complete them by the date identified by the teacher in order to receive proper credit.

Any test missed must be taken at the convenience of the teacher as soon as possible after returning to school or before leaving. If such tests are missed, grades will be determined without the benefit of make-up work. A student cannot make up any end-of-semester exams that would fall during the prearranged absence period without the express permission of the teacher and arrangements have been made in advance.

(School Administrator)

This form is to be taken, by the student, to each of his/her teachers for their signature and then returned to the attendance office.

Period	Course	Teacher Signature
1 (Purple)	_____	_____
2 (Purple)	_____	_____
3 (Purple)	_____	_____
4 (Purple)	_____	_____
5 (White)	_____	_____
6 (White)	_____	_____
7 (White)	_____	_____
8 (White)	_____	_____

(File in the Attendance Office PRIOR to absence)

(Attendance Official)

