

**Seymour Community Schools
Parents' Agreement as to Prearranged Absence
Procedure and Responsibility**

To: School Administrator/Attendance Office

From: Parent/Gaurdian

Having understood the following policy of the Seymour Community Schools:

"Whenever, in the minds of parents, it becomes absolutely necessary to take a child out of school for a family trip or personal emergency during school hours, a parent is asked to sign in agreement as to the following responsibilities":

- A. Assume full responsibility for any lack of progress that could be associated with the time of absence.
- B. 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.
- C. Realize that missed exams at the close of a 9-week 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 make-up of missed tests.
- D. A child cannot make up an end-of-the semester exam that would fall dufing a preferred pre-arrang absence period.

It is absolutely necessary that I prearrange absence for _____
(Student Name)

from Seymour High School for the following purpose and on the following dates:

- A. Purpose _____
- B. Date(s) of Absence _____

I do accept full responsibility as described in the above school policy.

Parent Signature

Date

Special Permit for Prearranged Absence

The parents of _____ Grade _____ Student # _____
Name of student

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 benefit of make-up work. A student cannot make up any end-of-the-semester exams that would fall during the prearranged absence period.

Parent/Guardian Signature

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	Subject	Teacher Signature
White- Block 1	_____	_____
White- Block 2	_____	_____
White- Block 3	_____	_____
White- Block 4	_____	_____
Purple- Block 1	_____	_____
Purple- Block 2	_____	_____
Purple- Block 3	_____	_____
Purple- Block 4	_____	_____

(File in the attendance Office prior to the absence)

Initialed by attendance official

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