

Seymour Community Schools  
Parent's Agreement as to Pre-arranged Absence  
Procedure and Responsibility

To: \_\_\_\_\_, Principal

Whenever 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 make an appointment with the building principal to discuss the nature of the trip or emergency, the academic standing of the child, and sign an agreement as to the following responsibilities:

- A. Make an arrangements to obtain the probable assignments for the time of absence.
- B. Assume full responsibility for any lack of progress that could be associated with the time of absence.
- C. See that the child turns in to each teacher on the first day he/she returns all assignments for this absence period.
- D. Realize that missed exams at the close of the nine-weeks period can be made up only at the discretion of the individual teacher, whose decision is final.
- E. A child cannot make up an end-of-the semester final exam that would fall during a preferred pre-arranged absence period.

It is absolutely necessary that I/we prearrange absence for

\_\_\_\_\_  
Name(s) of Students

from the \_\_\_\_\_  
Name of School Building

for the purpose and on the following dates:

A. Purpose \_\_\_\_\_

B. Dates of Absence: \_\_\_\_\_

I/we do accept full responsibility per school policy.

\_\_\_\_\_  
Parents' Signature

\_\_\_\_\_  
Date

For office use: \_\_\_\_\_ Entered into INOW system. \_\_\_\_\_ Teacher Notification

\_\_\_\_\_  
Principal approval