



Clinton Prairie Elementary School

2500 South County Road 450 West | Frankfort, Indiana 46041

Telephone: (765) 654-4473 | Fax: (765) 659-9560

Home of the Lil' Gophers



PREARRANGED FAMILY ABSENCE REQUEST

A prearranged family absence may be requested for students, provided the student(s) is in good standing with the criteria as outlined in the Clinton Prairie Elementary Handbook.

Students are responsible for assignments missed during the time away. Teachers will assist students in setting deadlines for work missed. Parents should contact the teacher if they have questions. Please return this form to school as soon as possible. You will receive a completed copy of this form.

Remember, according to school rules Prearranged Family Absences will **NOT** be granted for the day before or the day after Fall Break, Thanksgiving Break, Christmas Break, and Spring Break, during ISTEP+ testing, or if it causes the student to exceed eight days of absence in a given semester.

An excused absence is requested for _____.
Students Name(s)

He/she intend to be gone from school for a prearranged family absence on the following date(s):

_____ to _____
Date Date

Parent/Guardian Signature Requested Date

Family Absence Request _____ Approved _____ Denied

If denied, reason: _____

Approved dates are considered excused absences in that no penalty is incurred. However, all days missed from school will count against the attendance limit as outlined in the Clinton Prairie Elementary Handbook.

Absences taken when a request is denied will be considered unexcused.

Administrator's Signature