

Spring Valley Academy

REQUEST FOR PRE-ARRANGED ABSENCE FORM



Parent Portion

Student Name: _____ Date: _____

Date(s) of Absence: _____ # of Days: _____

Reason for Absence: _____

I understand that my child may be missing important learning time during this absence. If this absence is approved and considered excused, it is the responsibility of the parent (K-5) or the student and/or parent (6-12) to obtain assignments and make up missed tests and classwork. For unexcused absences, acceptance of missed work is at the teacher's discretion. I understand that the days missed will still count toward my child's total absences for the school year.

Parent/Guardian Signature: _____ Date: _____

Administration Portion

Pre-arranged Absence ☐ Excused ☐ Unexcused

Notes: _____

Administrator Signature: _____ Date: _____