

*Norwell High School*  
**Pre-Arranged Absence Request**

Norwell High School recognizes that in rare circumstances, a student is needed at home or a family vacation can only be scheduled during the school year. The designated administrator will consider such parental requests as follows:

- a) The request is made on the proper form at least five (5) days prior to the requested days.
- b) The principal will review all requests and make an approval/denial determination upon the criteria listed on this page under Pre-Arranged Absence Guidelines.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ Total School Days to be missed: \_\_\_\_\_

Reason for Absence: \_\_\_\_\_

Will the student be with the parents during the entire vacation?    Yes            No

If no, please explain circumstances: (use back if necessary) \_\_\_\_\_

Parent Signature: \_\_\_\_\_

**1. Pre-Arranged Absence Guidelines:**

- a) Request must be made in a timely manner (5 days minimum).
- b) The student must have a 95% or above attendance rate the current year.
- c) The student must have no failing grades.
- d) The student must have no more than two discipline referrals.
- e) The student must not be absent during state and local testing.
- f) The student must have this number of days left in their allotted parent excuse days for the quarter. **NOTE: If approved, the pre-arranged absence(s) will count as part of the eight (8) excused absences allowed per semester.**
- g) Homework Expectations - See information provided in the student handbook under pre-arranged absences

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1.	Was request received in a timely manner?	Yes	No
2.	Does the student have a 95% attendance rate?	Yes	No
3.	Is the student passing all courses?	Yes	No
4.	Does the student have less than 3 discipline referrals?	Yes	No
5.	Is conflict with state and local testing avoided?	Yes	No
6.	Does the student have this number of days left in their PEX days?	Yes	No

**Note: Yes must be answered in all question in order to excuse the absence**

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**DETERMINATION**

\_\_\_\_\_ Request Granted: \_\_\_\_\_ days counted as "excused" absences from \_\_\_\_\_ to \_\_\_\_\_.

\_\_\_\_\_ Request Denied: if student is absent, \_\_\_\_\_ days counted as "unexcused" from \_\_\_\_\_ to \_\_\_\_\_.

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_