

Ted Hunsberger Elementary School
2505 Crossbow Court
Reno, NV 89511
775-851-7095

Sally Scott
Principal

Colleen Winter
Dean

2011-2012 Prearranged Excused Absence Request

Per WCSD policy “*Prearranged absences **must** be requested at least two (2) school days in advance of the absence and should be requested earlier than two (2) days in advance if the absence is for an extended period of time.*”

Date _____

Student’s Name _____ Grade ____ Teacher _____

Dates Requested _____ Parent Signature _____

Reason for Request (please be specific) _____

NOTE: All absences are recorded on our attendance records and permanent files even if the absence is prearranged and approved. Prearranged absences also can affect qualification for honor recognition.

Make-up Work:

Per school district policy, students are permitted an equal number of days as absent plus one (1) additional day to complete make-up work, i.e., five (5) days absent, six (6) days to make-up the missed work. If make-up work is not completed within the designated time frame, the work will receive a zero. The student must request the missed work the day they return, the teacher then has two (2) days to provide the work. **Make-up work is not provided prior to the absence.**

Office Use Only:

UNV _____ MED _____ CIR _____ DOM _____ UMI _____ EMI _____

Approved (CIR) _____ Not Approved (DOM) _____

Principal Signature _____ Date _____

Teacher Use Only (For Make-Up Work Not Completed):

The following assignments were **NOT** made up, and will be marked as zero.

Teacher Signature: _____ Date _____

RETURN TO Layne within one week of the student’s return.