

Edgewood Intermediate School  
7600 West Reeves Road  
Bloomington, Indiana 47404-9639  
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Edgewood Intermediate School and Richland Bean-Blossom School Corporation  
Policy on Pre-Arranged Absences

1. The Administration's policy is that parents have the obligation to see that their children are in attendance at school (State support is based on attendance) unless excused.
2. Parents must take the attitude that children shall be in school and plan their activities accordingly.
3. If parents request their children to be absent from school for reasons other than those excusable by normal circumstances, the following procedures must be adhered to:
  - a. Pre-arranged conference by a parent and the principal (or his/her appointed agent) at least three(3) days in advance of absence.
  - b. Parents will fill out a form and this will become part of the student's permanent record.
  - c. Students will be expected to receive, in advance, assignments from teachers. This work should be presented to the teacher on the day of remittance to class. (Teachers should sign that they have been informed of the intended absence.)
  - d. Students will be held responsible for any work covered during absence.
  - e. Students and parents must recognize that absences not falling under state regulations will be recorded as unexcused.
  - f. Pre-arranged absences will not be allowed during nine week exams, semester exams, final exams, and standardized testing.

**Request For Pre-Arranged Absence**

Name of Student \_\_\_\_\_

Name of Parent \_\_\_\_\_

Date of Proposed Absence: From \_\_\_\_\_ To \_\_\_\_\_

Reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have read and understand the school board policy concerning absences. I have made every attempt to schedule my activities so that they do not conflict with school time.

\_\_\_\_\_  
Parent Signature Date \_\_\_\_ -- \_\_\_\_ --

\_\_\_\_\_  
Teacher Signature Date \_\_\_\_ -- \_\_\_\_ --

\_\_\_\_\_  
Administrator Signature Date \_\_\_\_ -- \_\_\_\_ --