

Pre-Arranged Absence Form

When possible, family vacations should be planned around the Burriss Laboratory School calendar. Absences are not excused when a vacation is taken while school is in session; it will be counted as a regular, verified absence. Indiana state law allows ten (10) days of regular, verified absence before truancy is considered.

These expectations hold true for other activities – not associated with the school – that require the student to miss school in order to participate.

Procedure

- At least one week before the absence, please fill out this form and return it to the Burriss office.

 - Once the form is received, the office staff will notify the student's teachers.
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Student _____

My student will be absent from school during the following dates.

Starting _____ Returning _____

Reason for the absence

Parent _____ Date _____

Administrator _____ Date _____