



Sigonella Elementary School  
Pre-Arranged Absence Form



***This form should be used for all preplanned absences and submitted to the classroom teacher at least 5 days in advance of the absence.***

Name:	Grade:
Date:	Prior number of days absent this semester:

**See DoDEA Attendance Policy – Regulation 2095.01:  
After 7 cumulative absences (excused or unexcused) in a semester, the SST (Student Support Team) will review the student’s academic and social emotional progress and the principal may request Command assistance. Semester credit may be withheld. (Page 10)**

Step 1: I will be absent from school: \_\_\_\_\_ to \_\_\_\_\_

Step 2: I will prepare all assigned work missed due to this absence. I understand that I am expected to function fully, with all assigned work completed, on the day of my return to school. I also understand that my teachers may choose not to accept assigned work that I do not turn in on the day of my return and zeroes may be given.

Step 3: Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Step 4: Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parents are asked to review teacher comments/assignments on the back of this form. Parents are asked to keep in mind that missing class has a negative impact on student learning.

Step 5: Obtain teacher comments/assignments/signatures (on the back of this form)

Subject	Teacher Comments/Assignments	Teacher Signature
Reading		
Math		
Social Studies		
Science		
Health		
Specialist (if needed)		
Specialist (if needed)		

Step 6: Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The principal's signature indicates that all steps have been completed. By DoDEA Attendance Policy – Regulation 2095.01, pre-approved absences may still count toward the maximum allowed absences per semester. The principal's signature does not mean that the absences do not count toward the maximum allowed per semester.

*When all steps are completed, this form must be returned to the Registrar.*