



# Moapa Valley High School

## Prearranged Absence Notification



**Instructions:**

- Submit completed application to the Attendance Office at least two days before absence.
- The student is responsible for requesting makeup work from all teachers and submitting it in a timely manner in order to receive credit for the work.
- PLEASE NOTE: Nevada State Law allows you to prearrange absences for your child, CCSD Regulation 5113 allows that up to ten (10) prearranged absences during the school year may be classified as rearranged and excused. However, prearranged absences in excess of ten (10) during the school year count toward the limitation of absences and will be classified as unexcused. Any prearranged absences for which the makeup work is not completed and submitted as required, is determined unexcused and counts toward the limitation of absences. Students who exceed the limitation of absences in any course will receive a failing grade and receive no credit for that course for the semester.

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

Student #: \_\_\_\_\_ Grade: \_\_\_\_\_

Date(s) of absence: \_\_\_\_\_

Reason for absence: \_\_\_\_\_

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

Administrative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Teachers:** The student listed above has prearranged an absence for the date(s) listed above. It is the student's responsibility to arrange makeup work. Please initial below to show that you have seen this form and have assigned work. Please be sure to check your attendance and verify that the date(s) listed are marked as prearranged.

| <b>Class</b> | <b>Teachers<br/>Initials</b> | <b>Makeup Assignments</b> |
|--------------|------------------------------|---------------------------|
| Blue 1       |                              |                           |
| Blue 3       |                              |                           |
| Blue 5       |                              |                           |
| Blue 7       |                              |                           |
| Gold 2       |                              |                           |
| Gold 4       |                              |                           |
| Gold 6       |                              |                           |
| Gold 8       |                              |                           |

DISTRIBUTION:

Parent/Student

Attendance Office