

# New World School of the Arts

## 2023-2024 Pre-Arranged Absence Request Procedures

Students requesting to be absent from school for college visits, auditions, or performances need to complete and follow the procedures delineated below. As a reminder, all documentation must be submitted at least one (1) week in advance of the absence for approval. Once received, it must have High School Administration's authorization prior to requesting any teacher signatures and it will not be authorized for more than a total of five (5) cumulative days for the entire year.

The following is needed from you prior to submitting your request for approval:

1. A letter of explanation from your parent/guardian representing your request.
2. Documentation that supports the request (e.g., invitation to audition and/or college visit information)

Upon your return, you will be required to bring back evidence of your participation in the event for which a "Pre-Arranged Absence Request" was granted.

Respectfully,



Dr. Contessa S. Bryant

Principal

New World School of the Arts

# New World School of the Art

## Pre-Arranged Absence Request

IMPORTANT: A LETTER OF EXPLANATION FROM YOUR PARENT/GUARDIAN MUST BE PRESENTED WHEN REQUESTING A PRE-ARRANGED ABSENCE.

Section I.

Date: \_\_\_\_\_ Student ID #: \_\_\_\_\_

I wish to request for \_\_\_\_\_ to miss classes on the  
(PRINT STUDENT'S NAME)

following date(s): \_\_\_\_\_

Reason for request: \_\_\_\_\_

I am aware that my son/daughter will be responsible for making up all the work missed. Failure to request assignments or submit assignments will impact the student's grade in the course.

PARENT'S/GUARDIAN'S NAME \_\_\_\_\_

PHONE NUMBER FOR VERIFICATION \_\_\_\_\_

PARENT'S/GUARDIAN'S SIGNATURE \_\_\_\_\_

Please note that even though written work may be made up, we strongly feel that when a student is absent from the lecture and discussion of ANY class, he/she misses a vital part of education.

Section II.

\_\_\_\_\_  
APPROVED BY PRINCIPAL OR ASSISTANT PRINCIPAL

\_\_\_\_\_  
DATE

# New World School of the Arts Pre-Arranged Absence Request

Section III.

TEACHER'S SIGNATURE

Teachers: This form **MUST** be signed and approved by an administrator before you sign.

Period	Teacher's Name	Signature
1		
2		
3		
4		
5		
6		
7		
8		

Dean/Designee Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Required for Approval)

After obtaining teacher's/dean's signature, student must submit request form to attendance clerk.

Section IV.

The complete approved form **MUST** be returned to the Attendance Office prior to the student's absence. If it is not submitted on time, the absence will be **UNEXCUSED**.

RECORDED BY ATTENDANCE CLERK \_\_\_\_\_ DATE \_\_\_\_\_