

New World School of the Arts

2024-2025 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., the 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

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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 _____