



ARCHER HIGH SCHOOL PRE-ARRANGED ABSENCES/COLLEGE VISITS



_____ Student's Printed Name
(Last, First, Middle)

_____ Student Number & Date(s) of absence

_____ Parent's/Guardian's Printed Name
(Last, First, Middle)

_____ Home & Work Telephone Numbers *

Home Father's Work Mother's Work

PRE-ARRANGED ABSENCES (College Visits, Out of Town Travel)

The Gwinnett County Board of Education strongly advocates attendance for the entire year in order for the student to obtain a maximum benefit from the educational opportunities offered. If a parent decides to allow his/her student to miss school for travel, a college visit (seniors only), or for a reason considered unexcused by the State, the Board will consider the absence from school as unexcused.

However, if the absence has been pre-approved by the school, the student may make up the work missed during the absence.

Students will not be approved for more than five school days each year for pre-arranged absences (2 days for college visits).

It is the student's responsibility to make arrangements within five (5) school days to make up the work. Any previously assigned projects or term papers that are due during the absence must be turned in to the teacher the first day the student returns to class. Any work assigned by the teacher and not made up by the student will receive zeroes. The teacher has no responsibility for giving the student special instruction over the work missed, and the teacher has the right to decide whether to give the make-up assignments in advance or following the absence.

COLLEGE VISITATION: SENIORS

Seniors are permitted two college visits. A completed Pre-Arranged Absence Form must be brought to the to the Attendance Office at least two (2) days *in advance* of the visitation day. The senior will be counted absent, but will be allowed to make up work if verification of the college visit is brought back by the student and presented to the first period teacher when the student returns from the absence. Verification from the college must be a letter on the stationery of the college. A brochure from the college or parking permit will not be considered verification. **2nd Semester Exam Exemptions:** College visits will always be included in the five absences.

Parent's/Guardian's Signature _____ Date _____

* A phone call to a parent may take place to verify authenticity.