



Northwest Career & Technical Academy

Prearranged Absence Notification

Instructions:

- Pick up prearranged absence form from Attendance/Dean's Office.
- Teachers are to write last names by designated periods and complete directions for make-up work.
- Submit completed application form to Dean's Office three days prior to first date of prearranged absence
- Student must submit make-up work to teachers within two days upon return to school.
- Please note: Nevada State Law allows you to prearrange absences for your child. CCSD Regulation 5113 classifies up to 10 prearranged absences during a school year as approved. However, prearranged absences in excess of 10 days during the school year are unapproved and count toward the limitation of absences. Any prearranged absences for which the make-up work is not completed and submitted as required are also unapproved and count toward the limitation of absences. Students who exceed the limitation of absences in any course will receive a failing grade.
- The CCSD limitation of absences is ten (10) unapproved absences per semester.

Student Name: _____ Student ID#: _____ Grade: _____

Date(s) Requested: _____

Reason for prearranged absence(s):

Parent Signature: _____ Date: _____

Make-Up Assignments

Teachers: The student above has prearranged an absence for the date(s) listed above. It is the student's responsibility to arrange for make-up work. Please sign below and complete information for make-up work.

Teacher's Signature

Assignments

Per. 1 _____

Per 2 _____

Per 3 _____

Per 4 _____

Per 5 _____

Per 6 _____

Per 7 _____

Per 8 _____

Administrative Signature: _____ Date Received: _____

¹Distribution: White: School File

Yellow: Student/Parent