

# Annandale Middle School

## Pre-Arranged Absence Form

Student attendance is crucial to academic success at Annandale Public Schools. We also believe time for families to rest and relax together is valuable. Therefore, we have created a school calendar that allows for family vacation time including a week-long spring break. We appreciate when families are able to plan in accordance with our school calendar. However, we realize that employer's calendars do not always mesh with our school schedule. If your family is planning a vacation that will take your child(ren) away from school, please complete this form so we can serve you better.

Sincerely,

Jen Sabol, Principal  
320-274-8226 ext 2600  
[jsabol@isd876.org](mailto:jsabol@isd876.org)



.....  
To be completed by the family prior to the absence:

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Parent(s) Name \_\_\_\_\_ Phone & best time to contact \_\_\_\_\_

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

Parent Signature \_\_\_\_\_ Principal/Staff Signature \_\_\_\_\_

The section below is to be completed by the student and teacher prior to the absence if possible.

Subject/Class	Assignment	Teacher	Completed (Teacher Initials)

Upon return, it is the student's responsibility to contact teachers to get a status report on assignments or to make arrangements to complete missing work.