

Pre-Arranged Absence/ Independent Study Procedures:

Should it be necessary for your child to be out of school for more than two days, an independent study agreement should be arranged directly with your child's teacher regarding missed work. In the case of a non-medical prearranged extended absence, independent study arrangements must be made and approved by administration prior to the absence for attendance documentation purposes. Please allow one week in advance for teachers to prepare plans and submit administrative approval. Additional work may be assigned upon the student's return in attempt to catch up with classroom progress.

Law in the State of California mandates compulsory school attendance by all children between the ages of six and sixteen. Attendance records also become part of a student's cumulative educational record. Regular attendance and being on time to school are two things that help children maintain a positive attitude toward school. There is no substitution for the interaction between teacher and student. Failure to complete pre-arranged work or independent study requirements will result in the absences being unexcused.

Procedures for "Pre-Arranged Absence/ Independent Study" Form:

1. Parent/Guardian should obtain a Pre-Arranged Absence Form from the office or online at courtyard.org. Complete the top part of the form with the dates and reason for absence.
2. Once the parent section is complete, deliver the request to the main classroom teacher at least a week before the absence begins.
3. Teachers will complete their section. Students from 5th through 8th grades will be required to have all their teachers complete the form. It is the student's responsibility to meet with each teacher with this form. (Please note that additional work may be assigned upon the students return since class progress can only be estimated.)
4. Return the completed form to the office for administrative approval. A copy will be kept on file in the office to document the absence. (Failure to complete pre-arranged work or independent study requirements will result in the absences being unexcused.)

Courtyard School
Pre-Arranged Absence/ Independent Study Form

Student Name: _____ Grade: _____

Dates of Absence: _____ # of School Days Missing: _____

Reason for Absence: _____

Date Submitted: _____

Parent Signature

Please check with each of your teachers (just the main teacher for grades 4 and below) and have them complete and initial below before submitting it to the office.

| <u>Class/ Subject</u> | <u>Make-Up Assignments (Attach Pages As Needed)</u> | <u>Due Date</u> | <u>Teacher Initial</u> |
|---------------------------|---|---------------------|----------------------------|
| 1. _____ | | | |
| 2. _____ | | | |
| 3. _____ | | | |
| 4. _____ | | | |
| 5. _____ | | | |
| 6. _____ | | | |
| 7. _____ | | | |
| 8. _____ | | | |
| 9. _____ | | | |
| 10. _____ | | | |

Administrator's Signature

Approved

Denied