

# Reynolds High School Athletics and Activities Prearranged Absence Request Form

## Attendance Policy

In order to participate in practices or contests, **students must be in attendance for the full day that school is in session.** Any exceptions must be cleared by the athletics director with a pre-arranged absence request – **including mandatory study hall for students on academic probation.** Prearrange absence requests must be submitted at least one day prior to the absence.

## Questions and Answers

Q: If a parent chooses to keep their child home during the first period of the day because they have been getting over a cold, but sends them to school for the rest of the day with an excuse, are they allowed to play in the game?

A: *No. Students must be in attendance the entire day in order to compete or practice. If children are too sick to attend any portion of the school day, they are not allowed to participate in afterschool activities.*

Q: If a student misses a day of school for a family vacation, but they return in time for practice, can they obtain a prearranged absence so they can participate?

A: *No. Prearranged absence request are reserved for commitments that cannot be fulfilled outside the school day, i.e., medical appointments, funerals, legal obligations, etc.*

Q: Are students allowed to participate if they miss school for a field trip?

A: *Yes. Absences for school sponsored activities such as class field trips are excused, and do not require a prearranged absence request.*

Q: If a parent completes the form and gives it to the coach, is the request granted?

A: *No. While it is appropriate to notify the coach of any school absences, the prearranged absence request needs to be submitted to the athletic director for approval. The coach will then be notified with the daily attendance report.*

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Student Name \_\_\_\_\_ ID Num \_\_\_\_\_  
*First* *Last*

Sport or Activity \_\_\_\_\_ Coach \_\_\_\_\_

Date of Absence \_\_\_\_\_ Circle periods of absence 0 1 2 3 4 5 6 7

Reason for Absence     Medical Appointment             Funeral             Legal Obligation

Other (explain) \_\_\_\_\_

Parent (please print) \_\_\_\_\_ Phone \_\_\_\_\_  
*First* *Last*

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

### Office Use Only

Denied (explanation) \_\_\_\_\_

Approved    Administrator \_\_\_\_\_ Date \_\_\_\_\_