



**Elementary**  
**PRE-ARRANGED ABSENCE FORM**

42575 Highway 141  
Gateway, CO 81522  
Phone: (970) 254-7080

Dear Parent:

School policy permits each student the privilege, within limits, to make arrangements, **in advance**, to be absent from school. However, certain criteria must exist prior to approval from the principal. Students must be in good academic standing and have good attendance, including tardies. Students who are not meeting this criteria may be denied a prearranged absence or absences because their grades may suffer from missing important academic studies. Gateway School is committed to serving our students and ensuring they are receiving a quality education. We appreciate your support in understanding the purpose of the procedures.

I have reviewed the statement above and agree to maintain make-up work and alternative assignments to insure our child's continued academic progress.

Student Name: \_\_\_\_\_ Date of Absence (s): \_\_\_\_\_

Parent Name: \_\_\_\_\_ Reason of Absence: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Please complete the above section and submit this document to the school office. We will have your student's teacher fill out the area below with instructions regarding assignments they will be missing.

Subject	Assignment

For Office Use Only

**Approved**

**Not-Approved**

**Principal's Signature:** \_\_\_\_\_

**Notes:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_