

## PRE-ARRANGED ABSENCE FORM – ELEMENTARY

**Complete one form per student.**

Any absence not specifically covered by another section of the Conduct Code, such as family vacations or other extended absence, must have completed a Principal approved pre-arranged absence form in order to be excused.

This form must be completed and submitted to the school office no later than three (3) days prior to the scheduled absence. The student must meet one or more of the following conditions for the Principals' approval:

- 1. Is in good academic standing.**
- 2. Has no unexcused absences.**
- 3. Has four or fewer excused absences in a semester or seven or fewer in a school year.**

The school will enforce the written district policy for make-up work.

STUDENT

NAME: \_\_\_\_\_

SCHOOL: \_\_\_\_\_ GRADE: \_\_\_\_\_

TEACHER: \_\_\_\_\_

\_ DATE(S) OF

ABSENCE: \_\_\_\_\_ REASON

FOR ABSENCE: \_\_\_\_\_ Parent

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone contact during absence: \_\_\_\_\_

Administrator or Designee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Administrator or Designee Use Only:**

DATE(S) OF ABSENCE		

**For office use only:**

Added into Campus \_\_\_\_\_

Copy to Teacher \_\_\_\_\_