

## PRE-ARRANGED ABSENCE FORM – Elementary

This form must be completed and submitted to the school office no later than 3 days prior to the scheduled absence. Submission of this form does not automatically guarantee the absence is excused.

*Complete one form per student.*

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

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

DATES OF ABSENCE: \_\_\_\_\_

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

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Any absence not specifically covered by another section of the Conduct Code, such as family vacations, college visits, or other extended absence, must complete a pre-arranged absence form in order to be considered excused. This form must be submitted at least 3 days prior to the scheduled absence. In order for the absence to be excused, the student must meet one or more of the following conditions:

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. Administration will check student academic performance and student is at grade level in all areas.

Teacher's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator/Designee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(see reverse for attendance policy)*