



**PRE-ARRANGED ABSENCE FORM**

**This form must be completed and submitted to the school office with a teacher signature no later than three (3) days prior to the scheduled absence. Complete one form per student.**

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

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

DATE(S) OF ABSENCE: \_\_\_\_\_

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

PARENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Cell phone or telephone contact during absence: \_\_\_\_\_

**Per Jeffco Board Policy JH** (<http://www.boarddocs.com/co/jeffco/Board.nsf/goto?open&id=87CU645E4B2A>)

Attendance is the responsibility of the student, the parents, and the school. The importance of regular, daily attendance as a basis for academic achievement cannot be overemphasized. Absences have a negative effect upon instructional continuity, regardless of attempts to make up the work. The district believes duplication of the classroom experience can never be accomplished with after-school assignments. The school cannot teach students who are not present. The regular contact of students with one another in the classroom and their participation in a well planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

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 excused. This form must be submitted at least three 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.

**To be completed by the teacher**

**Homeroom Teacher Name:** \_\_\_\_\_

**Student is / is not at grade level in all subjects**    **Teacher Signature:** \_\_\_\_\_

*(circle one)*

<i>If applicable, circle the subject that the student <u>is not</u> at grade level:</i>	<i>Reading</i>	<i>Writing</i>	<i>Math</i>
	<i>Science</i>	<i>Social Studies</i>	<i>Speaking/Listening</i>

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**School Use Only:**

- *Date submitted to office with teacher signature:* \_\_\_\_\_
- *Good academic standing (at grade level in all subjects): Yes / No (circle one)*
- *No. of unexcused absences:* \_\_\_\_\_
- *Four or fewer excused absences in a semester or seven or fewer in a school year: Yes / No (circle one)*
- *Entered into IC by Enrollment Secretary as Excused or Unexcused (circle one)*
- *If Unexcused, parent/guardian notified on* \_\_\_\_\_

Administrator or Designee signature: \_\_\_\_\_ Date: \_\_\_\_\_