



**Montessori Peaks Academy-**  
**PRE-ARRANGED EXTENDED ABSENCE**  
**FORM Grades PK - 8th**

**This form is to be completed for absences two consecutive days or more. We will inform the teacher of the absence. This form must be completed and submitted to the school office no later than 3 days prior to the scheduled absence.**

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

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

DATE(S) 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 excused. This form must be submitted at least three days prior to the scheduled absence. 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.
4. Principal/Teacher are aware of extenuating circumstances.

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

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

7/28/2023