

**VANDERHOOF ELEMENTARY**  
**PRE-ARRANGED ABSENCE FORM**

The information below must be completed in full by the parent/guardian and submitted **one (1) week prior** to the scheduled absence. School personnel and administration will review the information and determine whether or not the absence will be excused or unexcused. Prior approval must be obtained before absences can be excused. An approved/excused absence does not mean the absence is eliminated.

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

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

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

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

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

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

Educational Purpose/objective of 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, or 3) has four or fewer excused absences in a semester or seven or fewer in a school year.**

Colorado law and Jeffco Public School board Policy (JH) requires elementary students to attend 968 instructional hours during each school year. The law also requires that you, as a parent, ensure your child's attendance at school. Taking into account the number of instructional hours in our school day, students can be absent up to ten (10) days during the school year, excused or unexcused.

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

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

**Approved Denied**

**Reason (if denied)** \_\_\_\_\_

