PRE-ARRANGED ABSENCE FORM
West Jefferson Elementary

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: _____

We appreciate you completing this form in advance for any absence in excess of 2 days. 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 trimester and/or seven or fewer in a school year

Your child will be allowed to make-up the work they have missed. ***Please be sure to notify the teacher well in advance and arrange for make-up work that can be completed during absence.***

Administrative use:
Administration has checked student academic performance and student is at grade level in all areas.

Administrator signature: _____

Date: _____