Jefferson County OPEN SCHOOL

7655 W 10th Avenue

Lakewood, CO 80214

303 982-7045 http://jcos.jeffcopublicschools.org

Elementary Pre-Arranged Absence

Please complete one form per student

Any absence not specifically covered by another section of the Conduct Code, such as family vacations or other extended absence, must have completed a Principal approved pre-arranged absence form in order to be excused.

This form must be completed and submitted to the school office no later than three (3) days prior to the scheduled absence. The student must meet one or more of the following conditions for the Principals' approval:

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.

Student Name: _____ Grade: _____

Advisor: _____

Date(s) of Absence: _____ Reason for Absence:_____

Parent/Guardian Signature: _____

Advisor Signature: _____ Date: _____

Office Use Only

Designee Signature: _____ Date: _____