Jefferson County OPEN SCHOOL

7655 W 10th Avenue

Lakewood, CO 80214

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

Secondary 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, college visits, or other extended absence, must have a completed and 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 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.

Student Name: _____ Grade: _____

Advisor(s) Name: _____

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

Parent Signature: _____ Date: _____

Please have ALL advisors from ALL classes sign and add missing work on the back of this form

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Period	Notes	Teacher Signature

Please check in with your advisor and have a conversation about missing work and what to expect while you are gone.

Advisor Signature: _____ Date:_____

Student Signature:_____ Date:_____

Office Use Only

Designee Signature: _____ Date: _____