



PONDEROSA HIGH SCHOOL EXTENDED ABSENCE FORM

Notice to Parents:

1. An “extended absence” is defined as any absences that is pre-planned and will last for 3+ days
2. This form should be complete & turned in to the attendance window at least 1 week before the extended absence begins
3. Please note, parents still need to contact the attendance line at (303) 387-4002 to verify the extended absence with our attendance secretary

Student Instructions: Prior to leaving on an extended absence, please either print this form at home or request a copy at the attendance window. Students should meet with their grade-level administrator for a brief grade/attendance check and to discuss the reason for the requested absence.

Once the above steps are complete, students will take this form to **ALL** teachers for initials, current grade, and/or make-up work during the absence. Once complete, please return to the attendance window.

Student’s Name: _____

Grade: _____

Date(s) of Absence(s): _____

Administrator’s Signature of Approval: _____

Reason For Absence: _____

For Teachers to Fill Out:

1. Teacher Initials/ Class / Period: _____
Current Grade: _____
Comments / Missing and/or Make-up Work: _____

2. Teacher Initials/ Class / Period: _____
Current Grade: _____
Comments / Missing and/or Make-up Work: _____

3. Teacher Initials/ Class / Period: _____
Current Grade: _____
Comments / Missing and/or Make-up Work: _____

4. Teacher Initials/ Class / Period: _____
Current Grade: _____
Comments / Missing and/or Make-up Work: _____

5. Teacher Initials/ Class / Period: _____
Current Grade: _____
Comments / Missing and/or Make-up Work: _____

6. Teacher Initials/ Class / Period: _____
Current Grade: _____
Comments / Missing and/or Make-up Work: _____

7. Teacher Initials/ Class / Period: _____
Current Grade: _____
Comments / Missing and/or Make-up Work: _____

Parent Name (Print) _____ **Date** _____

Parent Signature _____