Brentwood Middle School

Pre-Arranged Absence Form

Section 1: This section to be completed by a parent/guardian.

As a district, we expect students to achieve 95% or better attendance. This means students need to miss fewer than 10 days in a year. We publish a school calendar well in advance of the upcoming school year every year that affords families enough time to plan for vacations, appointments, etc. With that said, we know life events happen hence this process.

The pre-arranged absence form should be completed when a student and parent/guardian know in advance that their student will be absent from school for **three or more** consecutive days. This form may also be used for reasons that do not fall within the Greeley-Evans School District #6 attendance policies and procedures.

The pre-arranged form must be submitted to the Brentwood staff **PRIOR** to the absence. The school retains the right to refuse a pre-arranged absence if the student's education will be adversely affected or if a student is on an attendance improvement plan. Students with Ds and Fs cannot afford to miss school. **Keep in mind that if this request puts a student over 10 days, the days that exceed ten may be coded as unexcused.**

Student Name: _____ **Student ID#:** _____ **Date:**_____

Dates of Absences: _____

Reason for Absence: _____

Parent/Guardian Signature: _____

Section 2: This section to be completed by Attendance and Brentwood Administrator.

Current Number of Absences: **Excused:** _____ **Unexcused:** _____ **Total Days:**_____

Does the student have any Ds or Fs? **Yes:** ☐ **No:** ☐

Final Administrator Approval: **Approved:** ☐ **Not Approved:** ☐

Administrator Signature: _____ **Date:** _____

Section 3: This section to be completed by the student and their teachers.

After section two is completed, the student will need to take this form to each of their classes for teachers to complete **PRIOR** to their absence. Please note the student is required to make up all missing work upon their return (regardless as to whether or not the absence is excused). Student- bring this to the office so they have a copy and you do too!

Course Name	Grade %	Work to Complete	Teacher's Initials
Language Arts			
Math			
Science			
Social Studies			
Electives			
Core Ex			

***Teachers- you may continue your list of student work on the back side of this sheet if needed!*