

PRE-ARRANGED ABSENCE FORM

Patterson International

Complete one form per student.

The importance of regular, daily attendance as a basis for academic achievement cannot be overemphasized. Absences have a negative effect upon instructional continuity, regardless of attempts to make up the work. The district believes duplication of the classroom experience can never be accomplished with make-up assignments. The school cannot teach students who are not present. The regular contact of students with one another in the classroom and their participation in a well planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

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.

Excused Absences

The following shall be considered excused absences:

1. A student who is temporarily ill or injured or whose absence is approved by the school administration on a prearranged basis. Prearranged absences shall be approved for appointments or circumstances of a serious nature only, which cannot be taken care of outside of school hours.
2. A student who is absent for an extended period due to physical, mental, or emotional disability.
3. A student attending a funeral, legal obligations, medical procedures or extenuating circumstances determined by the principal.
4. A student attending a school sponsored activity or receiving Jeffco educational services.
5. A student who is suspended or expelled.
6. A student in out-of-home placement is absent due to court appearances and participation in court-ordered activities so long as the student's assigned social worker verifies the student's absence was for a court appearance or court-ordered activity.
7. Principal Discretion

The district may require suitable proof regarding the above exceptions, including written statements from medical sources.

Unexcused Absences

Unexcused absences are defined as absences not covered by the foregoing exceptions. Each unexcused absence will be entered on the student's record. The parents or guardian of the student receiving an unexcused absence will be notified by the school of the unexcused absence

Page 2 of 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.**

Please talk to your child's teacher about make-up work.

STUDENT NAME: _____

SCHOOL: _____ GRADE: _____

TEACHER: _____

DATE(S) OF ABSENCE: _____

REASON FOR ABSENCE: _____

Parent signature: _____ Date: _____

Telephone contact during absence: _____

Administrative use:

☐ Teacher has checked student academic performance and student is at grade level in all areas

Teacher Signature: _____ Date: _____

Principal Signature: _____ Date: _____

[] Principal Approved [] Principal Not Approved