

## **PRE-ARRANGED ABSENCE FORM - Elementary**

**This form must be completed and submitted to the school office no later than 3 days prior to the scheduled absence.**

**Complete one form per student.**

STUDENT NAME: \_\_\_\_\_

GRADE: \_\_\_\_\_ TEACHER: \_\_\_\_\_

DATE(S) OF ABSENCE: \_\_\_\_\_

REASON FOR ABSENCE: \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone contact during absence: \_\_\_\_\_

**This form must be completed and submitted to the school office no later than 3 days prior to the scheduled absence**

Any absence not specifically covered by another section of the Conduct Code, such as family vacations, college visits, or other extended absence, must complete a pre-arranged absence form in order to be excused. This form must be submitted at least three days prior to the scheduled absence. In order for the absence to be excused, the student must meet one or more of the following conditions:

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.

Administrative use:

- Administration has checked student academic performance and student is at grade level in all areas.

Administrator or Designee signature: \_\_\_\_\_ Date: \_\_\_\_\_