

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 prior to the scheduled absence for any absence lasting 3 or more consecutive days.

Any absence lasting 3 or more consecutive days 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 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:

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

Administrator or Designee signature: _____ Date: _____