

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

**Complete one form per student.**

Any absence not specifically covered by another section of the Conduct Code, such as family vacations or other extended absence, must have completed and Principal approved pre-arranged absence form in order to be excused.

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.**

The school will enforce the written district policy for make-up work.

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

SCHOOL: \_\_\_\_\_ GRADE: \_\_\_\_\_

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

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

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

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

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

**Administrative use:**

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

☐ Approved

☐ Not Approved

Administrators Name: \_\_\_\_\_ Title: \_\_\_\_\_

Administrators Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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