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 a 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:_____

Administrator or Designee Signature:_____ Date:_____

Administrator or Designee Use Only:

DATE(S) OF ABSENCE		