



FREE HORIZON MONTESSORI

15920 W. 10th Ave
Golden, CO 80401
303-982-0275

PRE-ARRANGED ABSENCE FORM

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 a completed and approved Pre-Arranged Absence Form. Completion of this form does not guarantee excusal.

This form must be completed and submitted to the school office no later than one week prior to the scheduled absence. The student must meet the following conditions for the administrative approval:

- 1. Has no unexcused absences.**
- 2. Has four or fewer excused absences in a semester or seven or fewer in a school year.**
- 3. Is in good academic standing.**

The school will enforce the written district policy for make-up work. Please contact your child's teacher.

Student Name: _____

Teacher/Classroom: _____ Grade: _____

Date(s) of Absence: _____

Reason for Absence: _____

Parent signature: _____ Date: _____

Administrative use:

	Excused Absences	Unexcused Absences
First Semester		
Second Semester		
YEAR TOTAL		

Approved

Not Approved

Administrator signature: _____ Date: _____

Title: _____