Date Received: _____

Initials of Receiver: _____

PRE-ARRANGED ABSENCE FORM

STUDENT FULL NAME: _____ TODAY'S DATE: _____

SCHOOL: _____ CLASS: _____

DATE(S) OF ABSENCE: _____

REASON FOR ABSENCE: _____

PARENT NAME (PRINT): _____ PHONE: _____

PARENT SIGNATURE: _____

STUDENT SIGNATURE (K-6th): _____ Grade: _____

Complete form and submit to School Secretary at least 3 school days prior to the scheduled absence; one (1) week is preferred.

Consistent with Colorado and Jeffco Public Schools polices, 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, or 3) has four or fewer excused absences in a semester or seven or fewer in a school year.

Principal or Designee Verification of Student Attendance:

	Excused Absences	Unexcused Absences
First Semester		
Second Semester		
YEAR TOTAL		

☐ Student **MEETS** Attendance Condition

☐ Student **DOES NOT MEET** Attendance Condition

Principal/Designee Signature: _____ Date: _____

Teacher Verification of Student Academic Standing:

☐ Student **IS** in Good Academic Standing (Complete Homework & Other Related Notes Page)

☐ Student **IS NOT** in Good Academic Standing - Notes: _____

_____

_____

Teacher Signature: _____ Date: _____

Status Determination and Notification:

☐ Absence Approved/Excused ☐ Absence Denied/Unexcused

Date Parent Notified: _____ Date Form Sent Home: _____

Principal/Designee Signature: _____ Date: _____

Makeup Homework and Other Related Notes:

Student Name: _____ Absence Date(s): _____

Teacher: _____ Grade: _____

The following assignments will be missed or will make up for classroom activities that will be missed during the student's planned absence. The student/parent should check in with the teacher after his/her return to inquire whether additional items were missed and/or need to be made up.

Teacher Signature: _____ Date: _____

Teacher Email: _____

Item	Instructions	Due Date

Other Notes:

Procedure:

1. Parent/Guardian completes form and submits to Principal or Designee at least 3 school days prior to the scheduled absence; one (1) week is preferred.
2. Principal or Designee checks student's attendance record to determine whether student meets state-mandated attendance condition.
    a. If student meets attendance condition, Principal or Designee signs and forwards to Classroom Teacher.
    b. If student does not meet attendance requirement, application for pre-arranged absence is denied and parent notified by Principal or Designee.
3. Classroom Teacher determines whether student is in good academic standing. Classroom Teacher checks the appropriate box on the Pre-Arranged Absence form, completes student Homework and Other Related Notes page, signs Pre-Arranged Absence Form and returns it to Principal or Designee.
4. Principal or Designee makes final determination regarding whether the absence is approved/excused or denied/unexcused, notifies parent, makes copy of form and homework page for student, and sends home with student.
5. Principal or Designee makes a copy of form and submits to School Secretary for attendance reporting purposes and retrains a copy of form and homework sheet for attendance files.
6. Parent/Guardian must ensure all homework is completed and turned in to the Classroom Teacher the day the student returns from the absence.