



Pre-Arranged Absence Form

This form must be completed and submitted to the school office, with a teacher signature, no later than three (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: _____

PHONE DURING ABSENCE: _____

Please refer to the Jeffco Board Student and Absences and Excuses Policy [HERE](#)

This form must be submitted at least three days 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.

TO BE COMPLETED BY TEACHER:

Student: **Is** or **Is not** at grade level in all subjects (please circle)

Homeroom Teacher Name: _____ Teacher Signature: _____

If applicable, please circle the subject the student is not at grade level:

Reading Writing Math Science Social Studies Speaking/Listening

School Office Use Only:

Date submitted to office with teacher signature: _____

Good academic standing (at grade level in all subjects): Yes / No (circle one)

No. of unexcused absences: _____

Four or fewer excused absences in a semester, or seven or fewer in a school year: Yes / No (circle one)

Entered into IC by Enrollment Secretary as Excused or Unexcused (circle one) If Unexcused, parent/guardian notified on _____

Administrator or Designee signature: _____ Date: _____