

PRE-ARRANGED ABSENCE FORM

Ute Meadows 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 absences, 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 the following conditions for the Principals' approval:

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

STUDENT NAME: _____

TEACHER: _____

DATE(S) OF ABSENCE: _____

REASON FOR ABSENCE: _____

Parent Signature: _____ Date: _____

Telephone contact during absence: _____

Administrative Use:

1. Is in good academic standing and performing at grade level in all core subject areas: Y_____ N_____

Teacher's Notes/Make-up work: _____

_____ Teacher contacted parent: Y_____ N_____

2. **Teacher Signature** _____

3. Has no unexcused absences: Y_____ N_____

4. Has three or fewer excused absences in a trimester and no more than seven excused absences in a school year: Y_____ N_____

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

{ } Approved

{ } Not Approved

Administrators Name: _____ Title: _____

Administrators Signature: _____ Date: _____