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: __________________