

# Pre-Arranged Absence Form

**Form must be completed and turned into the main office at least one week prior to the student's absence**

This form does not excuse the absence. The back of this form provides state statute and examples of excused vs. unexcused absences. The purpose of the Pre-Arranged Absence Form is to give advanced notification to teachers so they can work with the student to provide work that will be missed during an absence known about in advance. Nothing replaces actual instruction in the classroom. Also, there are times when teachers do not have work ready for the following week because they make instructional decisions based on real-time student data. Per teacher discretion, missed assignments from a pre-arranged absence may be excused or an alternative assignment similar to the one done in class may be given. Students have one day per missed day to turn in missed work from a pre-arranged absence. It is strongly encouraged that students turn in work from the pre-arranged absence the day they return in order to stay caught up with the class.

Student Name:

Grade:

Parent Name:

Dates of pre-arranged absence:

Reason for the pre-arranged absence:

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## FOR OFFICE USE ONLY

Type of absence:      Excused \_\_\_\_\_      Unexcused \_\_\_\_\_

Attendance Office Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Student Schedule

Teacher Signature	Current Grade	Comments
Period 1:		
Period 2:		
Period 3:		
Period 4:		
Period 5:		
Period 6:		
Period 7:		

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Attendance Expectations and Information

**What is the law? (C.R.S. 22-33-104)**

\*Every child between the ages of 6 and 17 years old shall attend school for at least 1,056 hours each school year if in secondary school and 968 hours each school year if in elementary school.

**What is School District 11’s policy regarding attendance? (School Board Policy JH)**

\*The Board of Education believes that two of the most important factors in ensuring a child’s educational development are parental involvement and parental responsibility.

\*The Board of Education further believes that it is the obligation of every parent to ensure that every child under such parent’s care and supervision receives adequate education and training.

### Excused vs. Unexcused Absences

Absences are excused for any student who:	Absences will not be excused for the following types of reasons:
Is temporarily ill.	“My student’s grandparents are coming to town, and we want to take a family trip to the top of Pike’s Peak.”
Has an absence approved by a school administrator.	“My student overslept because we had a late night.”
Is enrolled in an independent or parochial school.	“My student had to watch his younger brothers or sisters.”
Absent for an extended period due to a mental, physical, or emotional disability.	“My student needed to finish a project, so please excuse him from class while he studies in the Media Center.”
Was removed from school for a disciplinary action.	“My kids need a day with me to spend time together.”
Is in the custody of law enforcement.	“We are going on a vacation to _____.”
Is being home-schooled in an approved home-school program.	“My student has a tournament for their club basketball team.”
Any other reason set forth in school policies or provided by law.	