



PRE-ARRANGED ABSENCE FORM

Colorado Springs School District 11

Dear Parent/Guardian and Student:

Prearranged absences shall be approved for appointments of circumstances of a serious nature only, which cannot be taken care of outside of school hours. Approval for prearranged absences will be determined by the building level Administrator/designee. The parents/guardians of the student are responsible for completing prearranged absence documentation and for arranging appropriate educational alternatives with the building level Administrator/designee prior to the absences. Prearranged absences may count toward identifying a student as chronically absent. (Policy JH)

_____ is planning to be absent from school for the periods/days indicated below:

DATE(S): _____

PERIOD(S)/TIME (if applicable): _____

REASON FOR ABSENCE(S): _____

PARENT/GUARDIAN SIGNATURE: _____

PRINCIPAL/DESIGNEE SIGNATURE: _____ **DATE:** _____

COMMENTS: _____
