

2017 - 18 Jeffco Public Schools/Mount Carbon Elementary Pre-Arranged Absence Form

Date		Student Name		Teacher	
Date(s) of absence		Reason for absence			

PARENTS/GUARDIANS: Complete form by obtaining teacher’s signatures. Students/parents are responsible for ensuring the completed form is submitted to the office (not a teacher) on time. Incomplete forms = unexcused absences; forms will not be returned for completion. School staff is not responsible for submitting these forms.

- Completed forms must be submitted to the office no earlier than 10 student contact days and **no later than 3 student contact days** prior to the scheduled absence.
- Completing the form does not guarantee the absence will be excused. Excused status is at the discretion of the principal who will consider the following criteria set forth by the district: (1) student is in good academic standing, (2) has no unexcused absences or (3) has 4 or fewer excused absences/semester or 7 or fewer/school year.
- A separate form is required for each child. Excused/unexcused status for each child will be on an individual basis - each child may receive a different outcome. An email will be sent to the address below once the form has been processed.

Teachers complete this section:

Area	Teacher	Teacher	Teacher	Notes from teacher to principal
Pays attention during instructional time	Y N	Y N	Y N	
Stays on task during independent work time	Y N	Y N	Y N	
Completes in-class work on time	Y N	Y N	Y N	
Completes homework on time	Y N	Y N	Y N	
Concern length of absence will affect academics	Y N	Y N	Y N	
Teacher signature/date signed				

Parent signature _____ Date _____ Email _____

Student signature _____ Date _____

Office Use Only

Timestamp _____

Type	Total	Reasons
EXC abs		
UNX abs		
EXC tardy		
UNX tardy		
Attendance Secretary Notes		Signature

Excused Unexcused **Notes** _____

Administrator/Designee signature _____ Date _____ Emailed parent _____