



**Lewis-Palmer School District: *Elementary Pre-Arranged Absence Form***

A pre-arranged form should be completed when a parent(s) knows in advance that their child will be absent for three or more consecutive days or for reasons that do not fall within D38's Elementary Attendance Policy and Procedures. The request for excusal should be based on appointments or circumstances of a serious nature only which cannot be taken care of outside of school hours.

This request/form must be submitted in writing or in person to your school's front office before the planned absence commences. The school retains the right to not excuse a pre-arranged absence if the student's education will be adversely affected.

Students must complete all makeup work assigned by the teacher.

**PORTION TO BE COMPLETED BY PARENT/GUARDIAN**

Student Name \_\_\_\_\_

Teacher's Name (s) \_\_\_\_\_

Grade Level \_\_\_\_\_

Dates of Absence \_\_\_\_\_

Reason for Absence \_\_\_\_\_

Parent Signature: \_\_\_\_\_

**PORTION TO BE COMPLETED BY SCHOOL/OFFICE**

Date Received \_\_\_\_\_ Initials of staff member \_\_\_\_\_

Current Number of Absences: Total \_\_\_\_\_ Unexcused \_\_\_\_\_ Number of Tardies: \_\_\_\_\_

Final Approval: Yes \_\_\_\_\_ No \_\_\_\_\_

Administrator Signature \_\_\_\_\_

Administrator Comments \_\_\_\_\_