

# Greeley-Evans Weld County School District 6

## P rearranged Absence - Elementary Schools

A prearranged form should be completed when a student and parent(s) know in advance that the student will be absent for two or more consecutive days, or for reasons that do not fall within District 6 Attendance Policy and Procedures.

A request must be submitted in writing or in person to the attendance office by the parent(s) or guardian(s). The school retains the right to refuse a prearranged absence if the student's education will be adversely affected.

Name	Grade	Date(s) of Absence
Reason for Absence		
Parent Signature	Date	

After parents complete the top portion, please submit this form to the office. Your child's teacher will complete this section. Teachers may give assignments prior to or after the absence. Students must complete all makeup work assigned by the teacher.

Instructional Block	Current Grade	Comments	Homework
Literacy			
Writing			
Math			
Science			
Social Studies			

Teacher Recommendation: Approve \_\_\_\_\_ Not Approve \_\_\_\_\_

### To be completed by the office:

Current number of absences: Unexcused: \_\_\_\_\_ Excused: \_\_\_\_\_ Tardies: \_\_\_\_\_

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

Administrator signature: \_\_\_\_\_ Date: \_\_\_\_\_

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