

Jefferson County Public Schools Pre-Arranged Absence Form

School: _____
 School Related _____ Non School Related _____

Directions: Parents must first sign and fill in the form
 Students must obtain teachers' signatures
 Students must return this form to Student Services for administrative
 Approval three days prior to the absence

This form is to be used for field trips and/or any other absence which is not due to illness or family emergency. Teachers may require, when reasonable, that students make up the work before or after the absence. Teachers will consider such factors as the student's attendance record and academic status before signing this document. **IF TWO TEACHERS DO NOT APPROVE THE ABSENCE, THEN THE ADMINISTRATION WILL NOTIFY THE PARENT THAT THE ABSENCE IS NOT AUTHORIZED.** Each teacher approves or disapproves of the request based on the class requirements and present progress of the student. The student may decide to leave without authorization of a pre-arranged absence; however, the student may fail the class(es) in which a denial was made.

Name of Student _____ Grade Level: 9 10 11 12

Reason for absence: _____

Date to return: _____ Time to return: _____

Parent's/Guardian's Signature: _____

Home Phone: _____ Work Phone: _____

Teachers: Please indicate approval/disapproval. If approved, also indicate whether or not make-up work has to be completed prior to leaving or upon return. You may use the back of this form if needed.

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Period	Instructor's Signature	Approve/ Disapprove	Make – Up Work		Date to be Completed
			Yes	No	
1		Yes ___ No ___			
2		Yes ___ No ___			
3		Yes ___ No ___			
4		Yes ___ No ___			
5		Yes ___ No ___			
6		Yes ___ No ___			
7		Yes ___ No ___			
8		Yes ___ No ___			

Final Approval with Administrator _____ Date _____