

ASPEN ELEMENTARY SCHOOL

2182 33rd Street
Los Alamos, NM 87544
(505) 663-2275

PREARRANGED ABSENCE/ACTIVITY PERMISSION FORM

Prearranged absence requests for special family affairs, travel or sponsored youth group activities may be approved. The request must be submitted, in writing, a minimum of one (1) week in advance. However, the school will give careful consideration to the following factors:

1. The number of other absences the student has had.
2. The extent to which the student's performance meets or exceeds grade level performance standards.

The administrator will authorize prearranged absence requests based on the criteria. IF THE STUDENT IS TO RECEIVE CREDIT FOR ASSIGNMENTS, SCHOOL WORK IS TO BE RETURNED TO THE TEACHER AT THE COMPLETION OF THE PREARRANGED ABSENCE.

(Please complete one form for each child.)

Student Name: _____

Date(s) of Absence: _____ through _____

Reason for Absence: _____

Today's Date: _____

Signature of Parent _____

***Please return this form to the school office for approval at least one week prior to the absence.
Thank you for complying with this procedure.

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(Below for office use only:)

Date received in School Office: _____ By: _____

This prearranged absence has been discussed with the student's teacher and arrangements have been made for the student to make up work.

Teacher: _____

_____ EXCUSED _____ NOT EXCUSED for the following reasons:

PARENTS NOTIFIED: _____

By Mail (Not excused) _____

By Phone (Excused) _____

KATHRYN VANDENKIEBOOM, Principal