PINON ELEMENTARY SCHOOL
90 Grand Canyon
White Rock, NM 87547
(505) 663-2680

PRE-ARRANGED ABSENCE FORM

*****Please return this form to the principal for review at least one week prior to the absence.*****

Prearranged absence requests for special family affairs, travel, or sponsored youth group activities may be marked as an "excused absence" as per the LAPS attendance policy. However, the request must be submitted, in email or letter, a minimum of one (1) school week in advance. The school administrator will authorize prearranged absence requests based on this criteria:

1. The number of other absences the student has already accrued

2. The extent to which the student's performance meets or exceeds grade level performance standards.

One week advance notice provides the classroom teacher(s) with the necessary time to arrange for missed work and assignments during the absence. In order to receive credit for the assignments, school work must be completed and returned to the teacher the day the student returns to school. Teachers are not required to accept late work. Thank you for complying with this important procedure.

(Please complete one form for each child.)

Student Name: _____

Date(s) of Absence: _____ **through** _____

Reason for Absence: _____

Today's Date: _____ **Parent Signature** _____

◊◊◊