



CHAMISA ELEMENTARY SCHOOL

Craig Washnok, Principal
301 Meadow Lane
White Rock, NM 87547
Phone: 505-663-2470 Fax: 505-672-0170

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 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 student)

Student Name: _____

Date(s) of absence: _____ through _____

Reason for absence: _____

Parent Signature: _____ Date: _____

- Date received in Office: _____
- Attendance Clerk has checked absence record. Clerk initials: _____
- Classroom teacher(s) has been notified and arrangements will be made for the student to make up work.
- Classroom teacher(s) received late notification and makeup work will be assigned upon return to school.

Teacher Signature & Date

Teacher Signature & Date

- Based on administrative review, this absence is **EXCUSED**
- Based on administrative review, this absence is **NOT EXCUSED** for the following reason(s):

The school administrator will provide a copy of this determination to the parent upon request.

Principal Signature

Date