



Approved

Not-Approved

**PRE-ARRANGED
ABSENCE FORM**

Principal's Signature: _____

Dear Parent:

School policy permits each student the privilege, within limits, to make arrangements, **in advance**, to be absent from school. However, certain criteria must exist prior to approval from the principal. Students must be in good academic standing and have good attendance, including tardies. Students who are not meeting this criteria may be denied a prearranged absence or absences because their grades may suffer from missing important academic studies. Gateway School is committed to serving our students and ensuring they are receiving a quality education. We appreciate your support in understanding the purpose of the procedures.

I have reviewed the statement above and agree to maintain make-up work and alternative assignments to insure our child's continued academic progress.

Student: _____ Date of Absence (s): _____

Parent: _____ Reason of Absence: _____

This form needs to be taken to **all** your teachers so they know you have made arrangements with the office. It is your responsibility to obtain all assignments from your teachers. They will give you instructions as to when you need to turn in your missing work. Failure to follow this procedure with every teacher may result in the teacher not accepting your work.

Period	Teacher	Assignment
1		
2		
3		
4		
5		
6		
7		
8		

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