

PREARRANGED ABSENCE FORM
Broomfield High School

Today's Date _____

Name of Student _____

Date of Absences _____

Reason for Request: _____ College Visit
 _____ Education Experience
 _____ Family

PERIOD/TEACHER INITIALS	CLASS	ASSIGNMENT	DUE DATE
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____

Make sure ALL teachers sign this form. Then have an Administrator (Ramsey, Boccard, Barnes or Long) sign and return the form to the Attendance office BEFORE you leave.

Student's Signature _____

Parent's Signature _____

Parent's Daytime Phone Number _____

Administrator's Signature _____

Attendance Secretary's Signature _____

Thank you for your cooperation in helping Broomfield High School maintain our goal of 95% attendance. The State of Colorado requires 180 scheduled student contact days. Any absence can have a negative effect on a student's grade. There is no substitute for the classroom experience and doing homework on a regular basis. When planning this prearranged absence, please know that each teacher has the option to assign the work ahead of time or upon return. When you are absent you run the risk of falling behind academically. It is the student's responsibility to maintain communication with the teacher regarding make-up work. The teacher will provide a reasonable amount of time for the student to complete this missed work and indicate such in the due date column.