



Falcon High School

10255 Lambert Rd. Falcon, Colorado 80831
719-495-5520 Fax – 719-495-5521

Brian Smith, Zone Leader
Seann O'Connor, Principal
Jennifer Gregg, Asst. Principal
Kava Lientz, Asst. Principal
Monte Gutowski, Asst. Principal/Athl. Director
Michael Champlin, Dean of Students
Kari Cvar, Dean of Students

PRE-ARRANGED ABSENCE FORM

Directions:

1. Complete sections 1 and 2.
2. You must have your parent's signature before moving on to section 3.
3. Complete section 3 based on your class schedule. Take this form to the classes you will miss. Collect assignments from the teachers and have them initial in section 3.
4. **Once you have obtained all initials and signatures, please give this form to the Attendance Secretary in the front office for administrative approval and signature.**

*Pre-arranged absence forms are an excellent communication tool, however ***signature does not guarantee the absence is State Excusable***. Without the **legible** completion of this form, you will not have an admin approved pre-arranged absence. All work must be collected and/or arrangements made with teachers **BEFORE** your student leaves. **All work is due upon return of absence.**

1	Student Name _____ is planning to be absent from school from _____ (date) through _____ (date).			
	Reason for student's absence (<u>where student is going and why</u>): _____ _____ Parent signature: _____ Date: _____			
3		Teacher Name	Teacher Comments	Initial
	1			
	2			
	3			
	4			
	5			
	6			
	7			
8				

Administrator's Signature _____ Parent Contacted? [] Yes [] No

Comments: _____