



EXTENDED-ABSENCE FORM

Extended absence forms are required for any pre-arranged absence lasting longer than three (3) school days. **Any pre-arranged absence lasting longer than five (5) school days will need administrative approval prior to teachers issuing homework assignments.**

- Complete the Student Information portion of the form and submit to the office prior to absence.
 - Please send to Taylor Sorency at tsorency@blacademy.org or Hollie Montano at hmontano@blacademy.org.
- After approval, form will be given to student to receive teacher signatures.
- The finalized form must be submitted to the office prior to the student's absence. It is your student's responsibility to get homework/assignments from their teachers.
- The parents/guardians of the students are responsible for completing prearranged absence documentation and for arranging appropriate educational alternatives with teachers prior to the absence. Prearranged absences may count toward identifying a student as "chronically absent" which is a combination of ten days with excused or unexcused absences during a single school year. (Policy JH)
- Colorado Revised Statute 22-33-104 requires all secondary students (up to age seventeen) to attend public schools for a minimum of 1080 hours. Primary students are required to attend public schools for a minimum of 990 hours. Failure to comply with this statute could result in school consequences, appearances in court, and/or reports filed with the Department of Human Services. These consequences include the possible dismissal from an athletic or extra-curricular team, club, or organization.

Student Information:

Student Name _____ Grade _____

Dates that student will be absent _____ to _____

Total School Days Absent _____ Block(s) _____

Reason _____

Parent Signature _____ Date: _____

Parent contact info: email _____ phone: _____

Office Information:

Office Approval _____

Date _____ (less than five days)

Administrative Approval _____

Date _____ (5+ days)

Make up work will only be accepted for pre-approved extended absences. Unexcused absences of longer than ten (10) days may result in truancy.

Teacher Signatures:

B1 _____ B5 _____

B2 _____ B6 _____

B3 _____ B7 _____

B4 _____ B8 _____