

**TELLURIDE INTERMEDIATE SCHOOL**  
**Request for pre-arranged absences approval**

The Telluride School District values the education of all of our students. Research supports that absences from school can have a negative impact on a student's academic progress. With this in mind we ask that families limit and avoid additional absences whenever possible. However, we also understand that missing school is unavoidable at times.

If you know ahead of time that your child(ren) will need to miss school for more than one day, please fill out this form and turn it in to the office at least 3 days prior to the absence. Teachers will provide work during the absence *if it is available and if there is adequate time to prepare it*. Upon return, students are required to follow up with the teacher to complete any additional missed work. Students will be granted the same number of days that they were absent to complete all make up work.

Date(s) of absence: \_\_\_\_\_

Total # of missed school days: \_\_\_\_\_

Student Name(s): \_\_\_\_\_

\_\_\_\_\_

Reason for absence request:

By signing below, we agree to complete and turn in provided work upon return to school.

Parent/Guardian Signature \_\_\_\_\_

Phone # \_\_\_\_\_ Date of request \_\_\_\_\_

\*\*\*\*\*

(office use)

\_\_\_\_\_ Approved

\_\_\_\_\_ Unapproved: \_\_\_\_\_

Administrator's Signature \_\_\_\_\_

Date \_\_\_\_\_