

Box Elder School District
Pre-Arranged Absence Form (K-5)

Willard Elementary
40 West 50 South
Willard, UT 84340
435-734-4934

Students may be excused for “an extended, pre-approved absence that will not adversely impact a student’s education” (BESD Policy 5035). Absences must be arranged 24 hours in advance with the school administration and not after the absence has taken place. Pre-arranged absences are for scheduled family events or scheduled visits to a health care provider. The student is responsible to make up course work for the missed days.

Student Name: _____ Grade: _____

Date of Absences: _____

Reason for Absence: _____

Parent Signature: _____ Date: _____

Administrator Signature: _____ Date: _____

Date	Assignments	Date Due

Teacher Sign-off: _____ Date: _____