



# Aurora Academy

## Notice of Extended School Absence

Please fill out this form to notify your student's teacher(s) and Aurora Academy administration of the student's absence of **3 or more days**.

Student's Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Dates of absence: \_\_\_\_\_

Reason for Absence: \_\_\_\_\_

In accordance with Aurora Public School District's Student Attendance Policy JE-R, all absences will be unexcused with the exception of illness, serious circumstances, extracurricular experiences, family business, funeral, or suspension.

Continued unexcused absences and/or repeated tardiness may be considered cause for disciplinary action. In accordance with law, the district may impose appropriate penalties that relate directly to classes missed while unexcused. Per Colorado State Law 22-33-107, a student is defined habitually truant who has "four unexcused absences in any one month or 10 unexcused absences during any school year".

Make-up work shall be provided for any class in which a student has an excused absence unless otherwise determined by the building administrator. Please be advised, there are situations where make up work is not possible i.e. laboratory work, end of quarter, special projects, etc.

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

\_\_\_\_\_  
Date

Student's Attendance History: ☐ Excellent ☐ Good ☐ Fair ☐ Poor

Student's Academic Status: ☐ Excellent ☐ Good ☐ Fair ☐ Poor

Teacher Comments: \_\_\_\_\_

Form Routing:

1. \_\_\_\_\_

Teacher's Signature

\_\_\_\_\_  
Date

2. \_\_\_\_\_

Principal's Signature

\_\_\_\_\_  
Date

3. Signed Copy to Student

4. Signed Copy to Front Desk

5. Original to Student file

*Created March 6, 2018*