



Pre-Arranged Absence Request

(K-8)

Student/Parent: You are responsible for presenting this slip to your student's teacher. After the teacher has signed, you must have the principal sign the form and then return the form to the office **a minimum of one (1) day** before the proposed absence. It is the student/parent's responsibility to contact the teacher about school/homework that will be missed.

Student's Name: _____ Date(s) of Absence: _____

Parent Signature: _____ Date: _____

Reason for Absence: _____

Teacher's Signature

Principal's Signature

Attendance Clerk's Signature

Date Submitted to Office: _____