



Request for Pre-Arranged Absence For Students in Grades K4-5

This form should be submitted at least a week prior to requested absence.

Name of Student _____ Grade _____ Date _____

Dates of Requested Absence _____

Reason for Absence _____

If this request is granted, I agree that my student will make up the work missed either before or immediately after the absence. Any major assignment, which is due during the absence, must be turned in before the student plans to be out. Tests and quizzes that are missed due to this absence may be taken after the student returns to school.

Student Signature

Parent Signature

Teacher Information

	Teacher Signature	Make-Up Work	Due Date
Primary Teacher	_____	_____	_____
		_____	_____
		_____	_____
		_____	_____

Latin Teacher _____

At the teacher's discretion, the student may be asked to attend a tutoring session in order to understand new concepts introduced during their absence.

_____ Approved _____ Not Approved - Reason _____

Administrator _____ Date _____

Excused Absence

Unexcused Absence