

AES Student Planned Non-Illness Absence Form

This required approval form is to be used whenever a student is going to be absent for more than two days. The form must be returned to the office one week prior to the absence except in the case of an emergency.

To be completed PRIOR to the absence by a parent or guardian:

Student Name	Today's Date
Grade	Teacher
Dates of Proposed Absence	
Reason for Absence	
Parent Name (please print)	
Parent Signature	

To be completed PRIOR to the absence by a teacher(s):

Work to be Completed During Absence (please attach or include any materials necessary)	
Teacher Signature	Date

Administrator approval PRIOR to the absence:

Administrator Signature	Date
Date form returned to parent or guardian and <u>filed</u> in pink communications folder	

****Please return this form and all completed work
when your student returns to school.****

Please see reverse side for after the absence.→

To be completed AFTER the absence:

Actual Date of Return	Work Completed Yes / No
Work Still to be Completed	
Teacher Signature	

Date form returned to parent or guardian and filed in pink communications folder
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