



Pre-Arranged Absence Form: Grades 4K – 5th

Overview:

The purpose of using the pre-arranged absence form is to notify teachers and the school office that a student will knowingly miss two or more days of school during the regular school year. Advance notification provides teachers and students with the opportunity to make arrangements for work completion and resolve other concerns that may impact classroom learning (e.g., reassigning group membership on a large project, rescheduling events, etc.).

Please follow these steps when completing and submitting a Pre-Arranged Absence Form:

1. Parents should complete the student information, dates of absence, sign and date the form, and give the form to their child to take to school.
2. The student will have their classroom teacher sign and date the form and **return the completed form to the main office**, a minimum of 7 days prior to the absence.

Student's Name: _____

Homeroom Teacher: _____ **Grade:** _____

Date(s) of Absence - From: _____ **through:** _____

Reason For Absence: _____

Parent's Signature: _____ **Date :** _____

Teacher's Signature: _____ **Date :** _____

Date Received in Office: _____