

EXPLAINED ABSENCE FORM

TK – Eighth Grade

POLICY: An explained absence form must be submitted at least one week in advance and is subject to approval by the campus administrator. Students are limited to ten days per school year.

1. Out-of-town trips considered necessary by the parent.
2. Parental request for personal reasons other than those considered excused.

Excessive absences or failure to comply with the proper procedure will result in an unexcused absence. Students/parents are responsible for making arrangements for work that will be missed.

Student Name: _____

Homeroom Teacher: _____

Dates Requested: _____

Reason for Absence: _____

You will be notified by e-mail when the explained absence has been approved. Your child's teacher will also be notified. Please be sure to contact them to insure that you have any necessary assignments. Make-up work is due the day your child returns to school.

Parent Signature

Date

E-mail Address (for notification purposes)
