



Student Arranged Absence Notification 2023 - 2024

This form is to be used for extended absences from school if the absence is appropriate to be excused. Please complete this form **1 week before the absence** and return to the office. This provides the teacher time to prepare assignments your child will need to complete due to the absence. **Please Note:** If forms are not submitted a week before the absence, the teacher may not have the assignments/materials ready in time for you to have during the duration of the absence.

Today's Date: _____

Name of Student: _____

Date of absence(s): _____

Reason for Absence: _____
(must be filled in)

Parent Signature: _____

Teacher Signature: _____

Office Initials: _____

* This form is not necessary if the student misses classes due to a school related activity such as a field trip or athletic trip.