

PRE-ARRANGED ABSENCE NOTIFICATION

Student Name: _____

Grade: _____ Teacher _____

Date(s) student will be absent: _____

Reason for absence: _____

List below the names of other children who will also be absent from school for the same reason.

As parent/guardian of _____ I have reviewed the information on this form. I am aware of the possible impact that may be created by this absence. At this time, I request the school's administration to excuse my child from school for the indicated dates.

Parent/Guardian Signature

Date

Administrator's Signature

Date