

WILLIAM TELL ELEMENTARY

Prearranged Absence Form

Notification of Absence Due to Family Trip
(Complete when student/s will be gone 2 days or more)

I request permission for _____
(Children's Names)

to be absent from school on _____ because
(Dates)

(Note reason for absence)

Homeroom Teacher's Name: _____

- This form needs to be submitted to the office one (1) week in advance of the absence.
- This form needs to be submitted if the student will be absent two (2) days or more.
- One form needs to be submitted for all children in the family.
- The homeroom teacher will provide the assignments to be completed over the vacation.
- Make-up work may also be assigned when the child returns to school. Alternative assignments may need to be assigned when it would be difficult to replicate the work/activities that were completed during the student's absence.

Note: Attendance Coding = Excused Absence/Family Trip

Parent/Guardian Signature

Date: _____

Principal

Date: _____

cc: Student Cumulative File