

ELEMENTARY PRE-ARRANGED ABSENCE/TARDY/EARLY DISMISSAL

This form should be turned no later than one week before the requested absence.

NAME: _____ GRADE: _____

Requests permission to:

_____ come late _____ leave early _____ be absent on: _____
(date and time)

Reason:

_____ medical/dental appointment _____ illness/death in family circle
_____ mission meeting or outreach _____ legal paperwork/appointment
_____ other/see note

Make-Up Work: It is the student's responsibility to find out from the teacher what work will be assigned during the time he/she will be absent. The burden of responsibility for completing make up work rests upon the student rather than upon the teacher.

Parent Signature: _____ Teacher Signature: _____

NOTE TO PARENTS/STUDENTS: Please submit this form to the office *first* and then to your teacher.

NOTE TO TEACHERS: If you are NOT in agreement with the proposed absence, let the office know.

OFFICE USE ONLY:	
Date request received: _____	
Excused	q
Unexcused	q
	_____ Initials