

PK-7 Pre Arranged Absence Form

School: \_\_\_\_\_

Grade Level: \_\_\_\_\_

This form is to certify that \_\_\_\_\_

Has advance permission not to be in school on (date) \_\_\_\_\_

Days absent this year: \_\_\_\_\_ Days tardy: \_\_\_\_\_ Days left early: \_\_\_\_\_

Because of the following reason(s):

( ) Trip out of town

( ) Family business

( ) Doctor's appointment or related appointment

( ) Other \_\_\_\_\_

Parent \_\_\_\_\_

Student(grade 2-7) \_\_\_\_\_

Principal \_\_\_\_\_

This form is to be used only in case of emergency or out of necessity. Abuse of this privilege will result in an unexcused absence. Students who use this form in good faith with parental and school officials' permission will receive an excused absence. This form should be filled in prior to the intended absence and filed in the Principal's office.

\_\_\_\_\_ Approved

\_\_\_\_\_ Denied