

Elementary Absence Notification Form

Instructions: A student who knows he/she will not be in school needs to complete this form at *least ten days* prior to the absence. The student is responsible for obtaining all required signatures and for obtaining a Homework Assignment Form. The Administrator will sign this form only when all signatures have been collected.

_____ will not be in school from _____ to _____

because of: Family Vacation _____

Other _____

Extended school absences for family holidays will not have homework assigned, but students are expected to keep up with quizzes, tests, and projects. They are also responsible for content/knowledge taught while they are absent. (ie: textbooks, novels)

I understand that my student is responsible for all work missed, in accordance with the student handbook, and agree to support the school in the enforcement of the policies in the handbook.

Parent Signature: _____

Student Signature: _____

Teacher Signature: _____

Special instructions given by teachers (tests, projects due, etc.):

Homeroom: _____

PE: _____

Music: _____

Resource (if applicable): _____

Administrator Signature: _____ Date: _____