

# EMERGENCY PERMIT

*This form is to be used whenever a student has a preplanned absence from school for an entire day(s) or part of a day.*

Student's Name \_\_\_\_\_ ID# \_\_\_\_\_ Grade \_\_\_\_\_

On the following day(s): \_\_\_\_\_

Part of the day. I will **pickup/drop off** my child in the office at \_\_\_\_\_ on \_\_\_\_\_  
TIME DATE

and they **will / will not** return to school at the end of the appointment.

**Students must sign out of school in the Main Office before leaving the building.**

For the purpose of: \_\_\_\_\_

Will be picked up by: \_\_\_\_\_

**By signing this form, I acknowledge that this vacation/emergency permit does NOT excuse my child(ren) from the attendance policy. These days will be marked as Excused Absences and will counts towards their overall days of absence.**

Signature of Parent: \_\_\_\_\_

Teacher(s) whose classes you will not attend during this absence will sign/initial below.

Homeroom Teacher \_\_\_\_\_ 3. \_\_\_\_\_ 6. \_\_\_\_\_

1. \_\_\_\_\_ 4. \_\_\_\_\_ 7. \_\_\_\_\_

2. \_\_\_\_\_ 5. \_\_\_\_\_ 8. \_\_\_\_\_

***Completed emergency permits must be submitted to the main office before your absence***