

# Creek Valley Elementary School

## Pre-Arranged Absence Form

Student Name: \_\_\_\_\_

Teacher: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Date(s) of Absence: \_\_\_\_\_

Please check below:

Absence is related to a personal family matter

Absence is related to a family vacation

Absence is related to an athletic event

Students will not be excused for vacations occurring on State mandated testing dates. Vacation or family related absences on those dates will be marked as unexcused.

Parents/Students are responsible for contacting the teacher and making arrangements for makeup work before turning this form into the office.

Please complete and turn this form in at least five school days prior to departure. Forms not turned in 5 school days prior to being gone will result in the absence being marked as unexcused.

Parent(s) should sign this form before giving it to the classroom teacher.  
I have read and understand the conditions listed above:

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

Date: \_\_\_\_\_

The student listed above has made prior arrangements with me regarding his/her upcoming absence.

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this form to the Creek Valley office.**

Date received: \_\_\_\_\_ ( Office use)