BVSD Prearranged Absence Form

Please return to the school front office

We are concerned about any absence which takes a child away from school. Completion of this form is required when your child will be out for an extended period of time; in excess of three school days. This absence must be approved & signed by the principal or designee for the absence to be considered excused. Upon approval, please discuss this absence with your child’s teacher so that arrangements may be made to assure that missed work can be completed in a timely manner.

Student Name: _____________________________________________________________
Grade: _________________________________________________________________
Teacher: ________________________________________________________________
Dates Out of School:_________________________ Date of Return:_____________

Reason for Absence:
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Parent Signature:________________________________________ Date:___________

Administrator Signature: _____________________________ Date:_____________