LAKE WINDWARD ELEMENTARY



PRE-APPROVED ABSENCE AND/OR REMOTE LEARNING DAYS REQUEST FORM

_____

Student's Name Homeroom Teacher

_____

First day absent Last day absent Total Number of Days Absent

Reason for the request, circle one (Pre-approved or Remote):

_____

_____

_____

_____

*PRE-APPROVED absences - 5 allowed per calendar year. Classwork /homework will NOT be provided in advance.

*REMOTE absences - 5 allowed per semester. Remote absences do require work to be turned in within 2 days of returning to school. We kindly ask for at least 5 days notice for these requests.

_____ _____

Print Parent Name Date

_____

Parent Signature

For school use only: Date form received:

Absences: _____ [excused _____ unexcused _____ pre-approved _____ remote _____]

Late Arrival: _____ Early Dismissal _____

# of Days Requested: _____ # of Days Pre-Approved: _____ # of Days Remote: _____

Administrator's Signature: _____