HIGHLANDS ELEMENTARY SCHOOL

Form for Pre-Arranged Personal Absences, Family Vacations, and Significant Educational Opportunities

Note: *This form is to be printed, completed, signed by the parent/guardian, and turned into the classroom teacher to be signed.*

The entire form must be filled out and turned in not less than five (5) school days in advance of the first day of absence for a for it to be considered excused.

Student Name: _____ Grade: _____ ID#: _____

Parent/Guardian Name(s):

_____

Parent/Guardian Phone (Cell):

_____

Parent/Guardian Phone (Home):

_____

Date(s) of Absence: From _____ Through _____

Leaving midday at: _____ AM/PM Returning midday at: _____ AM/PM

REASON FOR ABSENCE (CHECK ONE BOX BELOW)

- ☐ Religious Observance
- ☐ Personal Matter / Family Vacation - *Please supplement this form with a short written explanation.*
- ☐ Significant Educational Opportunity - *Please supplement this form with a short written explanation of the opportunity.*
- ☐ Athletic Event - *Please supplement this form with a short written explanation.*

WRITTEN EXPLANATION FOR ABSENCES

_____

_____

_____

_____

_____

Parents/guardians/students are responsible for contacting the teacher(s) and arranging for makeup work before turning this form into the office. Please complete and turn this form in to the office at least five school days prior to departure. Forms not turned in 5 school days prior to being gone will result in the absence marked as unexcused. Parent(s)/guardian(s) should sign this form before giving it to the classroom teacher.

Student Signature: _____

Parent/Guardian Signature(s): _____ Date: _____

Teacher Signature: _____ Date: _____

Office Use Only: Date received by Office Staff: _____