## ELEMENTARY SCHOOL
### Absence Form

Students who plan to be absent from school for reasons other than normal illness must submit this completed form to the school office at least three days in advance of the absence. This form is to be used for full day absences only.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teacher Signature</td>
<td></td>
</tr>
<tr>
<td>Parent Signature</td>
<td></td>
</tr>
<tr>
<td>Dates of Absence</td>
<td># of Days</td>
</tr>
</tbody>
</table>

### REASON FOR ABSENCE

- [ ] Personal illness
- [ ] Illness in the family necessitating the presence of the child
- [ ] Absence during the school day for scheduled appointment(s)
- [ ] Death of a relative
- [ ] Family emergency
- [ ] Family vacation
- [ ] Other, please explain __________________________________________
  __________________________________________
  __________________________________________

### TEACHER COMMENTS

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