

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.

Student Name _____ Grade _____

Teacher Signature _____

Parent Signature _____

Dates of Absence _____ # of Days _____

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
