

# Student Arranged Absence Notification

This form is to be used for all absences from classes if the absence is appropriate to be excused. This form is not necessary if the student misses classes due to a school related activity such as a field or athletic trip.

Note: This form is for Kindergarten to 10<sup>th</sup> grade students.

**Name of student:** \_\_\_\_\_

**Date of absence(s):** \_\_\_\_\_

**Reason for absence: (must be filled in)** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Homeroom Teacher Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Office Initial:** (Mrs. Painter - 7 - 10 or Mrs. Hernandez - K-6) \_\_\_\_\_

**Classes to be missed:** (*for 7<sup>th</sup> - 10<sup>th</sup> only*)

**A - Day Schedule:**

**Teacher Signature & Comments**  
(write assignments on attached page)

1<sup>st</sup> \_\_\_\_\_  
2<sup>nd</sup> \_\_\_\_\_  
3<sup>rd</sup> \_\_\_\_\_  
4<sup>th</sup> \_\_\_\_\_  
5<sup>th</sup> \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**B - Day Schedule:**

1<sup>st</sup> \_\_\_\_\_  
2<sup>nd</sup> \_\_\_\_\_  
3<sup>rd</sup> \_\_\_\_\_  
4<sup>th</sup> \_\_\_\_\_  
5<sup>th</sup> \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Turn this form into the office as soon as completed. (7 - 10 Mrs. Painter; K - 6 Mrs. Hernandez)**

***Keep attached assignment sheet as a record of assignments you need to complete.***

# Student Arranged Absence Notification

## Assignments for classes missed:

**Class/Subject:**

**Assignment:**

Completed

**Class/Subject:**

**Assignment:**

\_\_Completed

**Class/Subject:**

**Assignments:**

Completed

**Class/Subject:**

**Assignments:**

\_\_Completed

**Class/Subject:**

**Assignment:**

Completed

**Class/Subject:**

**Assignment:**

\_\_Completed

**Class/Subject:**

**Assignments:**

Completed

**Class/Subject:**

**Assignments:**

\_\_Completed