EXCUSED ABSENCE FORM

Excused absences are absences from school that cannot be avoided. They may result from illness, athletic competitions, or school-sanctioned field trips. In the event that these absences can be anticipated, students should communicate in advance with their teachers and the Secretary of School.

Date: Grade:

Name of Student:

Reason for Excused Absence:

Date(s) Absent:

Parent/Guardian Signature:

PLANNED ABSENCE FORM

Acknowledged absences from school can be anticipated and involve some degree of choice on the part of the student and his or her family. Examples of acknowledged absences are family trips for vacations and some medical appointments.

Date: Grade:

Name of Student:

Reason for Planned Absence:

Date(s) Absent:

Parent/Guardian Signature: