



## Pre-Excused Absence Form

Dear Parent/Guardian,

Please keep these points in mind when requesting an extended absence for your child. An extended absence of even several days can be costly in terms of the schoolwork missed. It is often assumed that work can be easily “made up”. However, class discussion and varied classroom experiments and demonstrations cannot be recaptured! A request for an extended absence of a student also places an additional burden on the teacher(s). Please consult the school calendar and try, as much as possible, to plan vacations or family trips around it. If this is not possible, we ask that you submit this request form to the office at least two weeks prior to any plans for extended absence for reasons other than illness or family emergencies. Upon return from this vacation, the school work missed will be assigned at the discretion of the teacher. This work will be due within one week of return, or as specified by teacher.

### **No Homework will be given out prior to vacation**

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\_\_\_\_\_ in grade \_\_\_\_\_

\_\_\_\_\_ in grade \_\_\_\_\_

\_\_\_\_\_ in grade \_\_\_\_\_

\_\_\_\_\_ in grade \_\_\_\_\_

\_\_\_\_\_ in grade \_\_\_\_\_

Absence from school will be from \_\_\_\_\_ thru \_\_\_\_\_.  
Reason for the absence: \_\_\_\_\_

I, as parent/guardian, assume the responsibility to see that all assignments are received and completed for the duration of the absence.

\_\_\_\_\_  
Parent Signature Date