

ELEMENTARY PRE-ARRANGED ABSENCE/TARDY/EARLY DISMISSAL

STUDENT NAME: _____ Grade: _____

Requests permission to:

_____ arrive late, by _____ am/pm

_____ leave early at _____ am/pm

_____ be absent on: _____
(date)

Reason:

_____ medical/dental appointment _____ illness/death in family circle

_____ mission meeting or outreach _____ legal paperwork/appointment

_____ other (explain): _____

Make-up Work: When teachers sign/initial this sheet, they are stating that they will be responsible for sending make-up work for students before the student is absent , whenever possible. If students do not complete their make-up work, the teacher has the right to lower the student's grade.

Signatures:

Parent: _____ Teacher: _____
Elementary Principal: _____

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Teacher approval (initials) and comments or conditions:

Class	Teacher Initials	Comments
Homeroom		
Spanish		
Music		
Art		
PE		
ELL		

Parents can submit this as a Word 2003 document from their personal e-mail account (as proof of signature). Send it to attendance@eca.edu.co in time for the student to get all required signatures before the absence.

To be filled out by the office:
Date request received: _____
Excused: **Yes No** (circle one and initial): _____