



Elementary Pre-Arranged Absence Form Absences / Tardies / Early Departures

School Year 2017-18

Turn in to the Office at least 1 school day before the planned absence.

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): _____
(or attach note)
- ___ vacation
(will be recorded as an unexcused absence)

Make-up Work: When teachers sign/initial this sheet, they are stating that they will be responsible for sending make-up work for the student before the student's absence, 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 _____

Principal: _____

Teacher comments or conditions:

Class	Comments
Homeroom	
Spanish	

Parents can submit this as a Word 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 their absence.

OFFICE USE ONLY

- Extended absence** (4 or more weeks) Academic conditions are being communicated to parents/students by _____ (principal's initials) with a copy sent to the student's file.
- Financial arrangements: _____
 - Normal payment (Administration initials)
 - Special arrangement sent by email to Finance and parents _____

Date received: _____ **Excused:** Yes No