

Date: _____
Humphreys American Elementary School
Request for Pre-Arranged Absence Grades K through 6

A student who is requesting advanced permission for an excused absence must provide the school with a written explanation for the absence at least one week in advance. There will be no academic penalty for the excused absence. Students are to stay current with assigned class work and are responsible for the work missed during their absence from class. Work missed must be made up in an amount of time equal to the length of the absence.



Please fill in the information below and have your child return this form to his/her teacher.

I request that _____, grade _____ be excused from classes during the period of _____ to _____.
The reason for this absence is _____

_____.

PARENT/SPONSOR NAME



TEACHER'S COMMENTS:

Please initial and indicate whether the student is passing (P) or not passing (NP).

APPROVED/DISAPPROVED

PRINCIPAL