

Holgate Elementary Absence Permission Form

Student _____ Teacher _____

Parent's Signature _____ Today's Date _____

This student will have a prearranged absence from:

(first day absent from school) to _____
(last day absent from school)

Teachers: All students who complete & return this form at least five (5) days in advance of a pre-arranged absence will be given make up work before or when they return. This is at the teacher's discretion. The length of time for completion of make-up work shall be commensurate with the length of the absence. If the work is not completed by the date below, no credit will be given.

The student has shown me this notification and I have shared the above information with the student.

Classroom Teacher's Signature_____
Resource Teacher's Signature_____
Title I Teacher's Signature_____
Principal's Signature**The student/parent's responsibility:**

1. Get this form from the office.
2. Return completed form to the office at least 5 days before the first day of absence.
3. Follow teacher's instructions regarding make-up work.

The completed original will be placed in the student's permanent record. Copies will be given to the teacher and parent. Students are allowed up to five (5) days per school year. Any days beyond five (5) vacation days will be considered unexcused absences. Therefore, no credit will be given for work missed during the unexcused portion.

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