

Eldorado K-8 Prearranged Absence Form

Prearranged Absence Form
Please Return to the Office

We are concerned about any absence which takes a child away from school. Completion of this form is required when your child will be out for an extended period of time, in excess of three school days. This absence must be approved & signed by the principal or designee for the absence to be considered excused. Please discuss this absence with your child's teacher so that arrangements may be made to assure that missed work can be complete in a timely manner.

K-5 Students Pre-Arranged Request:

Student Name: _____ Teacher: _____

Dates Out of School: _____ Return Date: _____

Reason for Absence:

Parent Signature: _____ Date: _____

Administrator Signature: _____ Date: _____

*6-8 Students see other side