



# COMMUNITY MONTESSORI

## PREARRANGED ABSENCE FORM

We are concerned about any event which takes a child away from school. Completion of this form is required when your child will be out of school for an extended period of time. This form must be signed and approved by the principal and classroom teacher 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 completed in a timely manner.

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Child's Teacher

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Child's Teacher

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Child's Teacher

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Child's Teacher

\_\_\_\_\_  
Dates child will be out of school

\_\_\_\_\_  
Return Date

Reason for absence:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**FOR OFFICE USE ONLY**

\_\_\_\_\_  
Teacher's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date