

# MCDONALD ELEMENTARY

## Pre-Arranged Absence Form

To be completed and returned to the attendance office 3 days prior to the absence.

Date: \_\_\_\_\_

This is to inform you that \_\_\_\_\_ will be  
(Students name)  
absent from \_\_\_\_\_ through \_\_\_\_\_.  
(date) (date)

Absence due to: \_\_\_\_\_  
(reason for absence)

Please discuss with the student any work that is required or will be make up work for the time/s they are absent from your class. Make comments regarding potential effect this absence will have on the student's grade/progress.

**COMMENTS/PROGRESS**

**TEACHER/PRINCIPAL SIGN**


**This form is to be filled out and signed by the teacher and principal.** Parent/Guardian, please remember to call the attendance office with dates your student will be gone at **228-4360** prior to turning this form in. **The student may obtain this form from his/her teacher and from the office. THIS FORM MUST BE TURNED INTO THE OFFICE 3 DAYS BEFORE HE/SHE LEAVES FOR THEIR ABSENCE.** *\*\*\*Please be advised, submitting this form does not guarantee the absences will be excused.\*\*\**

TEACHER SIGNATURE: \_\_\_\_\_

ADMINISTRATOR SIGNATURE: \_\_\_\_\_

PARENT SIGNATURE: \_\_\_\_\_

COMMENTS: \_\_\_\_\_