



EAST TROY

COMMUNITY SCHOOL DISTRICT

Committed to the Growth & Success of Each Student, Each Year

PREARRANGED ABSENCE REQUEST ELEMENTARY

A parent may excuse a student from school attendance by submitting a written excuse prior to the absence. A student may not be excused by a parent, under this provision, for more than ten (10) school days in a school year. Students so excused are required to make up all work missed during the absence. Absences falling into this category include discretionary absences known in advance (e.g., family vacations/travel, driver's license examinations). - Board Policy 431

The necessary permission and signature(s) are to be obtained and turned your child's school office at least 72 hours prior to proposed absence.

Student's Name: _____ Teacher's Name: _____

Date(s) of Absence: _____ From: _____ To: _____

Reason for Absence (optional): _____

Homework in Advance Requested

Parent's Comments:

Parent's Signature: _____ Date: _____

Teacher's Comments:

Teacher's Signature: _____ Date: _____

Principal's Comments:

Principal's Signature: _____ Date: _____