

Request for Student's Absence

Dear Parents,

Please complete the form below at least seven school days prior to an extended absence during the school term.

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I, _____ hereby request the permission

for the absence of _____, Grade ____.

He/She will be absent from _____ to _____.
DATE DATE

I, as the parent/guardian, assume the responsibility to see to it that homework is due on the school day the student returns from vacation.

Parent Signature: _____

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For Office Use Only

Request Received: _____
DATE

Concerns: _____

Signature of the Principal: _____