



## Absentee Form

Please fill out this request form for any dates you will arrive late to class, be absent, or leave class early, and indicate the reason. Approved requests will be excused; requests that are not approved, and absences for which no form is submitted, will be unexcused.

Student Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Class: \_\_\_\_\_

Date of absence: \_\_\_\_\_

Length of absence: \_\_\_\_\_

Reason for absence: \_\_\_\_\_

Student signature and date: \_\_\_\_\_

Parent signature and date: \_\_\_\_\_

Approved (staff circle and initial): YES NO