

SCHOOL SPONSORED ABSENCE

1. Reason for absence or field trip destination _____

2. Day(s) or date(s) of absence _____
3. Mode of transportation (walking, private car, adult car, van, bus, other)

It is the student's responsibility to inform each of his/her teachers of the upcoming absence. The teacher will make arrangements with the student for the completion of missed assignments. All missed assignments must be made up within the timeframe of the absence guidelines.

Pupil's signature _____

Parent's signature _____

Office or sponsor signature _____

This is to be returned to the office, or if a school sponsored field trip or activity, returned to the sponsor.

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