

COLUMBUS ELEMENTARY

PRE-ARRANGED ABSENCE REPORT

Student Name: _____

Teacher Name: _____ Gr: _____

We, the parents of the student named above have asked that he/she be excused from school for the following reason:

Date(s) student will be absent:

Parent Signature Date

To The Student: You are totally responsible to make up all work missed during this absence. You should turn in required work upon returning to school.

This form should be completed and turned into the office prior to absence. **FAILURE TO TURN IN THIS REQUEST WILL RESULT IN THE STUDENT NAMED ABOVE BEING CONSIDERED UNEXCUSED.**

Teacher comments:

Teacher Signature Date