

# WRIGHTSTOWN ELEMENTARY SCHOOL

## Student Pre-Arranged Absence Form

Parents requesting that their child(ren) be absent from school for an extended period of time for any pre-arranged reasons need to have this form on file with the office at least three (3) days prior to any known absence.

Please complete the form below and turn it in to the school office. A copy will be given to the classroom teacher for their information. Please be in touch with your child's teacher to make arrangements to make up the school work to be missed.

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_ Teacher: \_\_\_\_\_

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My child(ren) will be absent on the following days: \_\_\_\_\_

Reason for absence (surgery, family vacation, etc.):

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If absence is due to a lengthy medical procedure/recovery, please provide a physician's excuse.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

### To be completed by the office:

**Student Name:**

**Absences to Date:**

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- c:  Student  
 Classroom Teacher  
 Office