

WOODVILLE PK – 8

Pre-Excused Absence Notification Form



Parent/Guardian,

In an effort to insure we accurately record student attendance, you are asked to submit the following form to document pre-excused absences. This form and all supporting documents (e.g. medical slip, legal documentation, obituary) must be received by front office staff in accordance with guidelines. Qualifying curriculum related fieldtrips must be approved by the school before absences will be excused.

All correspondence (i.e., the Attendance Notification Form and the supporting documents) must contain your student's legal name (no nicknames, please). Please fill out the form completely in the event that it is necessary for school personnel to contact you and return to the front office staff with all relevant documentation.

Today's Date ____/____/____

Student's Legal Name (print) and Student's Grade: _____

Parent/Guardian's Name (print): _____

Parent/Guardian's Daytime Phone Number () _____ - _____

Parent/Guardian Signature _____

PRE-EXCUSED ABSENCE REQUEST

Date of absence(s) _____

Reason: _____

Attach any supporting documentation (e.g. medical slip, legal documentation, obituary), if applicable.

OFFICE USE ONLY

RECEIVED ____/____/____ BY WHOM _____

APPROVED

DENIED

COMMENTS:

PARENT NOTIFICATION _____

TEACHER(S) NOTIFICATION _____

PROCESSED ____/____/____ ADMINISTRATOR'S OR DESIGNEE'S SIGNATURE _____