

# KLES: Pre-Arranged Absence Form

(Due at least one week before the absence is to occur)

TO: KILLEARN LAKES ELEMENTARY SCHOOL  
Attendance Administrator

FROM: Parent/Guardian

RE: Request to have absence(s) excused

Please excuse my son/daughter: \_\_\_\_\_ Grade: \_\_\_\_\_

On the following date(s): \_\_\_\_\_

Reason for absence(s); attach documentation as appropriate: \_\_\_\_\_

Educational benefit of absence(s): \_\_\_\_\_

\*\*\*\*\* TO BE COMPLETED BY TEACHER \*\*\*\*\*

SUBJECT	ASSIGNMENT	TEACHER SIGNATURE

The Pre-Arranged Absence Form should be completed with all signatures and turned in to the front office one week prior to the expected absence.

**In addition to the missed class assignments, students are required to complete a journal relative to their respective grade levels. Journals may cover any aspect of the absence that reflects the educational value of the trip (travel, new experiences, lessons learned, etc.). Missed assignments and journal are due to the teacher upon the student's return in order to have absences excused (no exceptions).**

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

\*\*\*\*\* FOR OFFICE USE ONLY \*\*\*\*\*

\_\_\_\_\_ Request Approved    \_\_\_\_\_ Request Denied (*You will be notified if the absence will be unexcused*)

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date

Requests are invalid without administrator's signature