

KLES: Pre-Arranged Absence Form

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

TO: KILLEARN LAKES ELEMENTARY SCHOOL

FROM: Parent/Guardian

RE: Request to have absence(s) excused

Please excuse my son/daughter: _____

Homeroom Teacher: _____ Grade: _____

On the following date(s): _____

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

Educational benefit of absence(s): _____

Please work directly with your student's teacher to make-up missed assignments. Students are also 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.

Parent/Guardian signature: _____ Date: _____

Phone Number: _____ Email Address: _____

***** 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