

ELEMENTARY PRE-ARRANGED ABSENCE/TARDY/EARLY DISMISSAL

Please send to the office at least 24 hours before the planned absence

STUDENT NAME: _____ **GRADE:** _____

Requests permission to:

_____ arrive late, by _____ am/pm

_____ leave early at _____ am/pm

_____ be absent on: _____
(date)

Reason:

_____ medical/dental appointment _____ illness/death in family circle _____ vacation
(will be recorded as an unexcused absence)

_____ mission meeting or outreach _____ legal paperwork/appointment

_____ other (explain): _____
(or attach note)

Make-up Work: When teachers sign/initial this sheet, they are stating that they will be responsible for sending make-up work for students before the student is absent, whenever possible. If students do not complete their make-up work, the teacher has the right to lower the student's grade.

Signatures:

Parent: _____ Teacher: _____

Principal: _____

Teacher comments or conditions:

Class	Comments
Homeroom	
Spanish	

Parents can submit this as a Word document from their personal e-mail account (as proof of signature). Send it to attendance@eca.edu.co in time for the student to get all required signatures before the absence.

OFFICE USE ONLY

___ **Extended absence** (4 weeks or more) academic conditions are being communicated to parents/students by _____ with a copy sent to student's file

___ Financial arrangements: _____

___ Normal payment (Administration initials)

___ Special arrangement sent by e-mail to finance department and parents _____

Date received: _____

Excused: **Yes** **No**