

Fairview Elementary

Prior Arrangement for Personal Absence

Statement of Policy

It is the responsibility of the parent/student to present this personal prior arrangement form to his/her teacher at least **two days** in advance of the absence. It is the responsibility of the student to turn in any missed work to the teacher upon his/her return to school.

Follow These Steps

1. Complete the parent section. This must indicate the reason for the absence. Be sure to include a parent's signature.
2. Please return to your child's teacher at least two days prior to the requested leave date.

A completed form must be approved and signed by the principal before the absence. Any personal absence not approved by the principal will be considered unexcused.

Student Name: _____ **Grade** _____

Sibling Name if applicable: _____

Teacher/s Name: _____

Date of Absence(s) _____

Reason for absence:

Parent / Guardian Signature: _____

Teacher/s Signature _____

Principal Approved Disapproved

Principal Signature: _____