**Paul Banks Elementary**

**Pre-Arranged Absence Form (Minimum 5 days)**

This form is to be completed by Parent/Guardian, Teacher and Administrator prior to departure of proposed trip.

**Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates of Absence: |  |  | Total School Days Missed: |  |
|  |  |  |  |  |
| Reason for Absence: |  | | | |

|  |  |
| --- | --- |
| **Teacher’s instructions of work to be completed** | **Due Date** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**To be completed by parent/guardian:**

I agree to assist my child in the satisfactory completion of the above work while absent from school.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
Parent/Guardian Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Yes ( ) No ( )   
Administrator’s Signature Absence Excused