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