

# GRANVILLE WELLS ELEMENTARY

## PRE-ARRANGED ABSENCE

A student may know that in advance that he/she will need to miss school. An example of this would be a trip with parents where the student must accompany them. In these cases, parents and the student must assume full responsibility for work missed.

In accepting this responsibility the student needs to:

1. Pick up a "Pre-Arranged Absence" form from the Office as early as possible before the proposed absence and have the parent complete the parent complete the "Parent Section" of the form.
2. Return the completed form to the teacher for their signature.
3. The form is then sent to the principal's office for his signature.

### PARENT SECTION

I request that my son or daughter \_\_\_\_\_  
be granted permission to be absent from school for the following reasons:

---

---

---

On the following dates: \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Teacher's Signature \_\_\_\_\_

Principal's Signature \_\_\_\_\_