

PERMIT FOR FUTURE ABSENCE
IT IS NECESSARY TO RETURN THIS COMPLETED FORM TO THE CENTRAL OFFICE THE DAY PRIOR TO ABSENCE.

Name of Student

Days of Absence

Reason for Absence

Steps you must take:

1. Fill in your name, date(s) of absence, reason, and schedule.
2. Circulate this form to your teachers at least one day prior to your absence.
3. You are responsible for completing your assignments and submitting them to the teachers within the allotted time (day(s) + 1).
4. You will not need an admittance slip to enter classes upon return to school.
5. Return completed form to the Central Office the day **PRIOR** to absence.

Hour/Subject

Assignment

Teacher's Signature

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

Reminder: Return this completed form to the Central Office before you leave.