

CLASSICAL SCHOOL

Notification of Absence

I request permission for:

_____ (Student Name)

_____ (Homeroom Teacher)

_____ (Student Name)

_____ (Homeroom Teacher)

_____ (Student Name)

_____ (Homeroom Teacher)

to be absent from school on:

_____ (Dates)

Reason: _____

Parent/Guardian Signature

Today's date: _____

- This form needs to be submitted if a student will be absent for **more than two days**.
- Please submit this form **at least one week in advance** of the absence.
- You may submit one form for all children in a family.
- The office will notify the elementary student's teachers of the absence so that teachers may provide any necessary assignments to be completed. Middle school students will be responsible for notifying their teachers for homework purposes.
- Makeup work may also be assigned when the child returns to school. Alternative assignments may need to be assigned when it would be difficult to replicate the work/activities that were completed during the student's absence.

**PLEASE RETURN THIS FORM TO THE OFFICE.
NO OTHER CALLS OR NOTES ARE NECESSARY.**