

4th & 5th Grade PRE-EXCUSED PERMISSION FORM

If a student is aware he/she will be absent from school due to doctor/dentist appointments, surgery, family trips, class trip, etc., he/she should do the following:

1. Get a "Pre-Excused Permission Form" from the office.
2. Have a parent/guardian fill out and sign the bottom portion of the form.
3. Get assignments from your teacher and have your teacher sign the form when the classroom obligations have been met.
4. Turn in the form to the office the day before the absence. **Make sure all absence dates, teacher signature, and parent/guardian signatures are filled in.**
5. Turn form into teacher in charge of school project, class trip, etc. the day before the class activity.

Assignments

Teacher's Signature

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My son/daughter _____ has my permission to be pre-excused on
Student's Name

_____ from _____ until _____ for the
Date(s) of Absence Specify Times (if partial day)

following reason:

Signature of Parent/Guardian

Date