

# Notification of Pre-Arranged Absence

This is to notify Buena Vista SDA School administration and staff of a pre-arranged absence for:



Child's name: \_\_\_\_\_  
(first) (last)

Date/s of absence: \_\_\_\_\_  
(month) (day/s) (year)

Reason for absence:

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**I understand this absence will disqualify my child for a "perfect" attendance award this quarter.**

Although students are expected to complete assignments missed during absences (please discuss the specifics with your child's teachers), parents are reminded that much of the classroom learning experience involves group process and activities that cannot be recreated for students who are absent.

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Staff Signatures:

Principal: \_\_\_\_\_

Homeroom teacher: \_\_\_\_\_

Other teachers: (may include Music, Math, Science, ESL, etc.)

Subject	Teacher's Signature
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After-school Activity	Instructor's Signature
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**When completed, please return this form to the office.**

(Copies will be made for all teachers listed, and a permanent copy will be kept in administrative files.)