Downing Elementary
Student Absence Request

***Please complete at least 1 week in advance of absence request***

Date: ______________________

Dear Mrs. Manos:

My child ____________________________ in ____________________________ (classroom) will be gone ________________ (number) days from ________________ (date) to ________________ (date) for ____________________________ (reason).

I am aware that these are considered excused if the following conditions are met:

1. My student must complete all work assignments given by the classroom teacher. This work will be evaluated by the teacher.
2. All assignments must be submitted on the day the student returns from leave.

If these conditions are not met, all absences will be marked as unexcused and a BECCA notice will be sent to my home.

My signature indicates agreement to these conditions.

Sincerely,

__________________________________ Parent Signature   Date: ____________

__________________________________ Teacher Signature   Date: ____________

__________________________________ Principal Signature   Date: ____________

ATTENTION PARENTS/GUARDIANS: Please detach this lower portion now, and return to the Classroom Teacher with the completed schoolwork upon student’s first day back.

__________________________________ (Student’s Name) has completed all the missed work due to his/her absence request and turned it in on ______________________ (date).

__________________________________ (Teacher Signature)