

# DOUGLASS VALLEY ELEMENTARY SCHOOL



## Pre-Arranged Absence Notification

Student Name: \_\_\_\_\_ Grade \_\_\_\_\_

Date of Student Absence from: \_\_\_\_\_ to \_\_\_\_\_  
(Month/Day) (Month/Day)

Total # of days the student will miss: \_\_\_\_\_ Teacher \_\_\_\_\_

Reason for Absence: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I am aware of the possible impact that may be created by this absence.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

For Office Use Only: \_\_\_\_\_ This is an excused absence.  
\_\_\_\_\_ This is an unexcused absence.