

Parent Pre-Request for Absence

Dr. William Burrus Elementary

Instructions: Please fill out top portion and return to your child's teacher.

Student Name _____ Date _____

Teacher _____ Parents Name _____

Parent Phone/Contact Info _____

Dates student will be absent _____ through _____

Reason for Absence _____

Students Grades and Absences (to be filled out by teacher)

Subject _____	Grades _____	Days Absent _____
Math _____		Teacher Comments
Reading _____		_____
Language _____		_____
Social Studies _____		
Science _____		

**The student will be allowed to get assignments prior to leaving when enough time is given for the teacher to get all of the work together in advance of the trip. All work given before the student leaves will be due the day they return. Adequate time will be given for make-up work, which is not assigned until after the student returns.

Parents may use parent notes up to 5 parent notes per semester.

Parents Signature _____ Date _____

Principals Signature _____ Date _____

Principals Comments _____