

# Future Absence Form

## Instructions:

- This form is for parents to submit future absences for their student. Office staff will enter in these dates to save time and the hassle of remembering to call in. If your student's absence dates should change, please contact the school office at 608-789-7000.
  - Please note, this form is not required but is an additional way to communicate with teachers & staff regarding your students absences.
  - This form can include early pick up or late drop off days, future appointments, funerals, family vacation/trips (under 3 days), etc.
- This form is not for family vacations/trips (lasting 3 or more days). If you will be taking a vacation/trip, please fill out an "Elementary Pre-Arranged Absence Request" form located online or in the school office.

## Parent Portion:

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

Date(s) of absence: \_\_\_\_\_

Absence Reason:

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*If your child is gone for a dental/doctor appointment, please send the doctor's slip to the school office for the appointment to not be counted towards the 10 allotted general absence days. Doctor excused absences are not included in this total. Until a doctor's note is received, these absences will be counted towards the 10 day absence total.*

## Office Portion:

\_\_\_ Entered on Skyward. Code: \_\_\_\_\_

\_\_\_ Email sent to teacher

\_\_\_ Filed for 2018-2019 school year