Early Childhood Center & Elementary School
Student Excused Absence Form

Student Name:_____ Date(s) of Absence:_____

Grade: _____ Classroom Teacher:_____

Reason for Absence:_____

Parent/Guardian Signature: _____ Date: _____

Assignments to be completed during student's absence:

Denmark School District Board Policy requires the building principal's approval for all anticipated absences. Students who plan to miss school must bring a written excuse to school one week prior to the absence and pick up this form.

The form must be filled out by the teacher and returned to the office prior to the absence.
According to State Statute, a student who is excused in writing by his/her parent/guardian before the absence occurs will be excused from school. A student may be excused by the parent/guardian under the provision for not more than 10 days in a school calendar year.

All absences except those prompted by illness or unanticipated emergencies must be approved in advance by the building principal. If the anticipated absence is to be for more than one day, the schoolwork that will be issued during the anticipated absence must be solicited from the teacher previous to the anticipated absence and handed in within a reasonable time following the student's return to class. The teacher, in each case, will determine what a "reasonable" period of time is.

To assure compliance with the above policy, students are to have this form filled out prior to the absence.

Teacher Signature _____ Date _____

Principal Signature _____ Date _____