

**Student Release Form  
Pre-Arranged Absence**

**Student Name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_ **Homeroom Teacher:** \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_

**Date(s) of Planned Absence:** \_\_\_\_\_

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

**Number of school days that will be missed:** \_\_\_\_\_

**Has the student been absent for any other pre-arranged absences this year?** \_\_\_\_\_

I certify that the above information is true and correct. I understand that it is my responsibility to arrange for any missed work or assignments to be completed in a timely manner after returning from the absence. I request that my child be excused from school attendance.

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

Please return this form to the school office. The information will be forwarded to the appropriate teacher(s).