

Cedar Canyon Elementary Pre-arranged Absence Request Form

My child will miss school due to a family vacation or other pre-arranged activity.

I understand that an absence due to vacation or pre-arranged absences without a physician's note, such as out of town events for non-school activities, will be considered an Undocumented Absence. Undocumented absences should not exceed 15 per year.

All missed assignments and tests must be completed within five (5) school days of the return from the absence. (Work will NOT be given prior to leaving.)

Student Name _____

Grade _____ *Teacher* _____

Dates requested _____

Reason _____

Parent Signature _____ *Today's date* _____

Please note: Please complete this form 5 days prior to the date of absence.

Office Use Only: Recorded ____