

# VCS Pre-Arranged Absence Notice

This form is used for elementary absences and single day absences for grades PreK-6th

Student: \_\_\_\_\_ Grade / Teacher: \_\_\_\_\_

Date(s) Absent: \_\_\_\_\_ Number of Days: \_\_\_\_\_

Reason for Absence:

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Homework / Make-up Work Arranged (circle one): YES NO

Teacher Signature: \_\_\_\_\_

Parent / Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator / Principal's Signature: \_\_\_\_\_ Approved \_\_\_\_\_ Unapproved \_\_\_\_\_

Absences \_\_\_\_\_

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Absences \_\_\_\_\_