

# EXTENDED ABSENCE NOTIFICATION

Parents planning to keep their child/ren out of school for **three or more days** must complete an absence notification form. Please return it to school to begin its circulation as soon as possible.

CHILD \_\_\_\_\_ HOMEROOM \_\_\_\_\_ DEPT. \_\_\_\_\_

DATE OF DEPARTURE \_\_\_\_\_

DATE OF RETURN TO SCHOOL \_\_\_\_\_

REASON/COMMENTS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## REMEMBER...

Excused absences include illness or death in the immediate family. All other absences are unexcused. Additional time or days will not be given to make up work missed during an unexcused absence. Arizona Law 15-802 states that **eighteen days absent could result in retention.**

PARENT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

### **FOR SCHOOL USE ONLY**

I have read this message:

Teacher \_\_\_\_\_

Teacher \_\_\_\_\_

Teacher \_\_\_\_\_

Teacher \_\_\_\_\_

*\*(Teacher: This form must be returned to the School Office after all teachers have signed.)*