

TRITON ELEMENTARY SCHOOL

PRE-ARRANGED ABSENCE REQUEST FORM

TES Attendance Policy: In the event that an absence from school is known in advance, the parent/guardian must submit a Pre-Arranged Absence Request prior to the absence. This form can be obtained in the school office or downloaded from the corporation website www.triton.k12.in.us. (*Triton Elementary Student/Parent Handbook, 2019-20, p. 2.*)

Parent/Guardian: Please complete the information below, sign, and submit the form to the office prior to the intended absence.

Student Name _____

Reason for Absence _____

Date of Absence _____

Teacher	Grade	Teacher Signature

Note: Missed work should be completed with approval from the teacher.

Parent Signature

Principal/Administrator Signature

Date Received