

## CIMS - Parent Request for Extended Student Absence

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

Parent/Guardian's Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Advisory/HR Teacher: \_\_\_\_\_

Reason for student absence: \_\_\_\_\_

Date that the absence will begin: \_\_\_\_\_

Date that the student will return to school: \_\_\_\_\_

Number of days that the student will be absent from school: \_\_\_\_\_

By requesting this pre-arranged absence for my child(ren), I understand that:

- It is my responsibility to communicate with teachers.
- It is mine and my child's responsibility to retrieve make-up work that occurs as a result of the absence.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

-----  
Office Use:

Date received in office: \_\_\_\_\_

Absence is: \_\_\_\_\_ Approved \_\_\_\_\_ Denied

Absence Type: \_\_\_\_\_ Excused \_\_\_\_\_ Unexcused \_\_\_\_\_ Family Business \_\_\_\_\_  
Educational

Principal Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date returned to secretary: \_\_\_\_\_

Date parent notified: \_\_\_\_\_

## CIMS - Parent Request for Extended Student Absence

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

Parent/Guardian's Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Advisory/HR Teacher: \_\_\_\_\_

Reason for student absence: \_\_\_\_\_

Date that the absence will begin: \_\_\_\_\_

Date that the student will return to school: \_\_\_\_\_

Number of days that the student will be absent from school: \_\_\_\_\_

By requesting this pre-arranged absence for my child(ren), I understand that:

- It is my responsibility to communicate with teachers.
- It is mine and my child's responsibility to retrieve make-up work that occurs as a result of the absence.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

-----  
Office Use:

Date received in office: \_\_\_\_\_

Absence is: \_\_\_\_\_ Approved \_\_\_\_\_ Denied

Absence Type: \_\_\_\_\_ Excused \_\_\_\_\_ Unexcused \_\_\_\_\_ Family Business \_\_\_\_\_  
Educational

Principal Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date returned to secretary: \_\_\_\_\_

Date parent notified: \_\_\_\_\_