HOWARD-SUAMICO SCHOOL DISTRICT
GRADES 5th & 6th ADVANCED NOTICE OF STUDENT
TWO FULL or MORE DAYS OF ABSENCE

STEP 1 Parent/Guardian fills out top portion

*Student: _____ Date: _____

. The above named student has my permission to be absent from school on the following days:

***DATES OF ABSENCE:** _____

***REASON FOR ABSENCE:** _____

I am aware that the requirements stated below must be met by the student before permission will be granted by the school to go. Unless a dire emergency, **48-hour advance notice is required**.

1. Parents are allowed to excuse their child from school for a school-year maximum of *any or part of ten days*. This absence must not exceed the allowable ten days. Please contact the school office to verify your child's attendance if in question.
2. The student must agree to make up any work that the teacher deems necessary.
3. All of the student's teachers must certify to the above condition.

*Signed: _____
Parent or Guardian

STEP 2 Bring form to office for signatures

(**Office use only below.**)

☐ Student's attendance meets requirement One stated above.

☐ This absence request exceeds requirement One stated above by _____ days.
Exceeded days will be marked truant.

Office Signature: _____

Date: _____

STEP 3 All teachers comment and sign below

Teachers: Do not complete the area below unless the office/attendance area above has been completed and signed by the office. If it is not, please send the student to the front office for completion prior to signing below.

Teacher	Notes:	Teacher Signature