

KORAES ELEMENTARY SCHOOL EXTENDED ABSENCE
PRE APPROVAL REQUEST FORM

Parents of Student(s):

You are strongly encouraged to take family vacations during the summer and during school holidays such as winter or spring break. In the event that this is not possible, the school office as well as the child's teacher should be informed in advance of any special vacation or situation that will cause students absence from school. It is the parent's responsibility to contact teachers about make-up assignments for a child who is absent. Please use the form below to notify the teacher and school office at least 10 days in advance. Return this form to the school office.

Sincerely,
Koraes Administration

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Student's Name: _____ Grade: _____

Reason for extended absence: _____

Dates of school to be missed: _____

Teacher's Name: _____ Parent's Signature: _____

TO BE COMPLETED BY SCHOOL OFFICE

Make up work given: _____ Make up work to be completed by: _____

Excused or Unexcused: _____

Administration Signature: _____