

Foothill Elementary

Prearranged Absence Request

Prearranged absence requests must be received by the school office at least one week in advance of the dates of absence and must receive Administrator approval to be considered an excused absence.

Student Name: _____ Request Date: _____

Dates of Absence: _____ Grade: _____

Teacher: _____

Reason for Absence:

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Administrator Approval: _____

Office use only - Copy to Teacher: _____