

# HILLCREST PRIMARY/LEADS CHARTER SCHOOL

## STUDENT PRE-EXCUSED ABSENCE FORM

This pre-excused absence form is used for planned absences from school (such as a family vacation). Parents are asked to send this completed form back to the Hillcrest Office **at least three (3) school days in advance** of the planned absence.

Teacher's signature indicates that arrangements have been made for the student to have make-up work sent with them or done ahead of time.

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

Reason for Absence: \_\_\_\_\_

Date(s) student will not be in school: \_\_\_\_\_

Date Returning to School: \_\_\_\_\_

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

Teacher Signature: \_\_\_\_\_

**THIS COMPLETED FORM MUST BE TURNED IN TO THE SCHOOL OFFICE  
BEFORE THE STUDENT'S ABSENCE!**

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

