

Recurring Absence Request Form

The Recurring Absence Request Form is for students that need to arrive late or leave early on a regular basis. To get pre-approval from the school for a recurring absence that is not automatically excused (i.e. – sports, music, non-school related events, etc), parents must fill out this form. Students that have a recurring absence that is excused (i.e. – medical appointments, etc) shall also complete this form. The form is available on the school website as a PDF. (Go to the “Current Families” tab and click “Forms”).

- All recurring and daily early dismissals must be set no later than 3:10PM. Families that need to pick up after 3:10PM must do normal pick up at 3:15PM at Door 2 or Door 14 (Fillmore St. NE.). This year the school will be entering numbers starting at 3:15PM and dismissing students at 3:30PM.
- Students who come to the main office and are waiting to be picked up for more than 15 minutes, will be sent back to their classrooms.

Once the form is completed and submitted to the main office, parents do not need to keep reporting the recurring absence. If a student is arriving late or leaving early, an early dismissal pass or tardy pass will be given to the student on the appropriate days. Any student that will be leaving early will be automatically cleared from Silent Dismissal for that day. Once the student is cleared from Silent Dismissal, they will not appear on bus rosters or pick up lists. Please notify the main office if any changes need to be made to the recurring absence or if the recurring absence is no longer needed.

Parent Information

Parent Name: _____ Relationship: _____

Primary Phone #: _____ Email: _____

Student Information

Student's First and Last Name	Age	Grade and Section
1.		
2.		
3.		
4.		
5.		

Over →



Recurring Absence Request Form

Absence Details

Recurring Tardy_____ Recurring Early Dismissal_____ Recurring Full Day Absence_____

Circle the day(s) that your student(s) need to leave early or arrive late:

Monday

Tuesday

Wednesday

Thursday

Friday

What time will your child need to leave early or arrive late?

(All early dismissals must be no later than 3:10PM.) _____

Please give details (i.e. – Reason, Exceptions, additional days, etc.):

Parent/Legal Guardian Signature

Date

Administrative Approval

Executive Dir. Signature: _____ Date: _____

C.C. Executive Director, Dean of Students, Academic Director, Food Service Coordinator, and Extended Care and Enrichment Coordinator

