

**Hortonville Area School District  
Greenville Elementary**

**Pre-arranged Absence Form**

I request that \_\_\_\_\_ Teacher \_\_\_\_\_

To be excused from school on the following days: \_\_\_\_\_

The purpose of the absence is Family Trip --- Hunting ---Other \_\_\_\_\_

Please circle reason for absence

Please specify reason

**Homework for students on vacation will be given to students upon their return.**

**Attention Parents: It is understood that it is the student's responsibility to make up all missed assignments due one week after the absence, unless other arrangements have been made with the teacher. This form is due 5 days prior to the day the student will be absent, or the student's absence may be considered unexcused. Please contact the school office if you have any questions or need to make other arrangements regarding your child(s) absence. Please read the Absence and Homework policy information in our Parent Guide for further information.**

Signature of Parent: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Principal: \_\_\_\_\_ Date: \_\_\_\_\_