

# NOTIFICATION OF INTENDED ABSENCE FROM CLASS

\*This form is also used to record tardiness. If using because of a tardy check here \_\_\_\_\_

STUDENT'S NAME \_\_\_\_\_

TODAY'S DATE \_\_\_\_\_

## INTENDED DAY, DATE, HOURS OF ABSENCE

M    T    W    TH    F    (Circle One)

DATE \_\_\_\_\_

FROM \_\_\_\_\_ TO \_\_\_\_\_

## REASON FOR ABSENCE: (CIRCLE APPROPRIATE REASON)

PERSONAL TIME: NO EXPLANATION REQUIRED, DO NOT NOTE ON ATTENDANCE CARD.

SICK LEAVE: EXPLANATION \_\_\_\_\_  
\_\_\_\_\_

OTHER: EXPLANATION \_\_\_\_\_  
\_\_\_\_\_

**COMPLETE FORM PRIOR TO ABSENCE  
AND PLACE IN THE RECEPTACLE  
ON THE OFFICE DOOR  
THANK YOU**

