

Carolina Day School's Lower School

Student Absence Request

INSTRUCTIONS: Parent completes Section A and turns it in to the school nurse at least one week prior to the requested date. The nurse will fill in up-to-date absence and tardy information before forwarding to the teacher and lower school principal for approval.

SECTION A: To be completed by parent.

Student's Name: _____

Student's Grade and Teacher: _____

Requested date(s) of absence: _____

Reason for absence: _____

I understand that the teacher needs at least a week's notice to prepare assignments prior to the absence, and that the teacher does not have time to provide one-on-one assistance to cover what my child has missed due to this absence. I also understand that excessive absences of more than 18 school days could jeopardize my child's promotion to the next grade.

Parent's Signature _____

Date _____

SECTION B: To be completed by school nurse.

Number of student absences prior to the requested dates: _____

Number of student tardies prior to the requested dates: _____

SECTION C: To be completed by teacher.

Teacher approves discourages this request for absence.

Tutoring will be needed upon child's return to school to make up missed work.

Teacher's Signature _____

Date _____

Principal's Signature _____

Date _____