

PARNASSUS PREPARATORY SCHOOL

ABSENCE NOTIFICATION FORM

Use this form for absences of 3 days or more

Please **print** and return to office **at least one week prior** to first day of absence.

Student Last Name **Student First Name** **Grade** **Homeroom Teacher**

Dates of Absence:

_____ days From _____ to _____
Total month/date/year month/date/year

(if not 3 days or more, please notify teacher and attendance line and do not use this form)

Reason for absence: _____

- **Teachers are not** expected to prepare assignments in advance. (see Handbook, page 44)
- **Students in Grade 3 – 7** are responsible for contacting their teachers for make-up work and exams upon return.
- **Parents of K-2 grade** students should contact their child’s teacher via email to arrange for make-up work and exams upon return.

Please refer to the Handbook for additional information.

Parent Signature

Date

For Office use only:	
Date Received: _____	
<input type="checkbox"/> Excused Absence	<input type="checkbox"/> Unexcused Absence
_____	_____
Administrator Signature	Date