

Columbia School District No. 206

PO Box 7 – 4961 B Hunters Shop Road – Hunters, WA 99137 Phone (509) 722 3311 – Fax (509) 722-3310

Student – All 3 steps must be completed before turning into office:

Step 1: Attach a signed note from your parent/guardian to this form stating why you are gone and what date(s) you will be gone.

Step 2: This form must be approved and signed by the principal.

Step 3: This form must be signed by all teachers prior to the date(s) of absence.

Step 4: Turn completed/signed form into school office.

LATE FORMS OR FORMS NOT TURNED IN COMPLETED - WILL NOT BE HONORED AS AN EXCUSED ABSENCE.

PRE ABSENCE FORM

_____ WILL BE ATTENDING _____

_____ ON _____

Student - Check one option below:

- Option 1** – I, the student listed above, choose to get my assignments from my teachers prior to my absence, and realize that those assignments will be due when I return to school.
- Option 2** – I, the student listed above, choose to get my assignments from my teachers upon returning to school, with the understanding I will get 1 extra day to complete my assignments for each day I am absent.

PERIOD	ASSIGNMENTS	TEACHER'S INITIALS
1		
2		
3		
4		
5		
6		
7		

Principal's signature and approval