

## Absentee Forms

We are asking that you use these forms to report your child's absences from school. The attached forms will help assure accuracy in the reporting of your child's attendance including: illness, late arrivals, early dismissals, funerals, and family emergencies. It is still necessary to call the school to report absences to the attendance office.

When an event or trip is planned which will require a student to be absent from school, an Educational Trip Form should be turned in to the office at least 5 school days prior to the trip/event. Trips are UNLAWFUL ABSENCES unless you submit an Educational Trip Form for approval. Trips are not approved during State Mandated testing or during the last ten school days of the school year.

### Please Note:

- Excused Absences: Illness, family emergencies, authorized school activities, funerals, pre-arranged medical and dental appointments and approved student educational trips.
- Unlawful Absences: Absences from school without an excuse within three days of the student's return to school or with parents' consent for reasons other than those considered excused.
- All Trips: An Educational Trip Form should be turned into the office at least one week prior to your trip for approval. CVSD Policy allows two trips per year, not to exceed a total of five (5) school days. Forms are available in the school office or on the website. Educational trips will NOT be approved for students during State Mandated testing or during the last ten school days of the school year.

For complete attendance policy information please consult the student handbook or view CVSD Policy 204 by visiting <http://www.cvschools.org/policies.cfm>.

**CVSD EARLY DISMISSAL**

Student's Name \_\_\_\_\_

Grade \_\_\_\_\_ Room \_\_\_\_\_ ID# \_\_\_\_\_

Dismissal Date \_\_\_\_\_ Dismissal Time \_\_\_\_\_

Reason (Circle one): Medical Dental Orthodontist Funeral Legal

Other: (Explain) \_\_\_\_\_

Dentist/Doctor \_\_\_\_\_ Phone \_\_\_\_\_

Parent Signature \_\_\_\_\_

Parent Home/Cell# \_\_\_\_\_ Work Phone \_\_\_\_\_

**STUDENTS MUST RETURN WITH AN EXCUSE FROM THE APPT.**

**THIS CARD MUST BE HANDED IN ONE DAY IN ADVANCE**

**CVSD EARLY DISMISSAL**

Student's Name \_\_\_\_\_

Grade \_\_\_\_\_ Room \_\_\_\_\_ ID# \_\_\_\_\_

Dismissal Date \_\_\_\_\_ Dismissal Time \_\_\_\_\_

Reason (Circle one): Medical Dental Orthodontist Funeral Legal

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Parent Signature \_\_\_\_\_

Parent Home/Cell# \_\_\_\_\_ Work Phone \_\_\_\_\_

**STUDENTS MUST RETURN WITH AN EXCUSE FROM THE APPT.**

**THIS CARD MUST BE HANDED IN ONE DAY IN ADVANCE**

**CVSD REPORT OF ABSENCE OR TARDY**

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_ Room \_\_\_\_\_

Date(s) of Absence or Tardy \_\_\_\_\_

Reason for Absence or Tardy \_\_\_\_\_

Parent Signature \_\_\_\_\_ Today's Date \_\_\_\_\_

**ABSENCE NOTE MUST BE RECEIVED WITHIN THREE DAYS OF THE STUDENT'S RETURN TO SCHOOL OR THE ABSENCE WILL BE MARKED UNLAWFUL.**

**CVSD REPORT OF ABSENCE OR TARDY**

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_ Room \_\_\_\_\_

Date(s) of Absence or Tardy \_\_\_\_\_

Reason for Absence or Tardy \_\_\_\_\_

Parent Signature \_\_\_\_\_ Today's Date \_\_\_\_\_

**ABSENCE NOTE MUST BE RECEIVED WITHIN THREE DAYS OF THE STUDENT'S RETURN TO SCHOOL OR THE ABSENCE WILL BE MARKED UNLAWFUL.**

**CVSD ONE DAY BUS PASS**

Student's Name \_\_\_\_\_ Homeroom \_\_\_\_\_

Has permission to ride Bus No. \_\_\_\_\_ on this date \_\_\_\_\_

with/to \_\_\_\_\_.

Will be picked up at the end of school today by \_\_\_\_\_.

Will be staying after school today for \_\_\_\_\_.

Parent Signature \_\_\_\_\_ Today's Date \_\_\_\_\_

**BUS NOTES MUST BE SUBMITTED TO THE OFFICE FOR APPROVAL.**

**CVSD ONE DAY BUS PASS**

Student's Name \_\_\_\_\_ Homeroom \_\_\_\_\_

Has permission to ride Bus No. \_\_\_\_\_ on this date \_\_\_\_\_

with/to \_\_\_\_\_.

Will be picked up at the end of school today by \_\_\_\_\_.

Will be staying after school today for \_\_\_\_\_.

Parent Signature \_\_\_\_\_ Today's Date \_\_\_\_\_

**BUS NOTES MUST BE SUBMITTED TO THE OFFICE FOR APPROVAL.**