



faith excellence integrity service

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Permission for Absence

Please let the school know of any planned absences *at least 3 days in advance* by completing this form and turning it in to the front office.

Student: _____

Date/s of Absence: _____

Reason:

Parent Signature: _____ **Date** _____

List each class that will be missed and the name of the teacher.

Period	Class	Teacher
1		
2		
3		
4		
5		
6		
7		
8		

Students:

- Check with each teacher prior to the absence to arrange any assignments and make-up of tests/quizzes that may be missed.
- Remember: While teachers have the option to require earlier deadlines, all work is to be handed in and/or all tests made up no later than the third day back.

Front Office:

- Reason and Signature from parent is received (either on this form **or** on a separate note)
- Form completed, student is aware of their responsibilities listed above
- Email sent to all teachers listed, plus Phil Landes and Christine Fairfield
*Form does not need to be scanned and included in email. Email needs to have a clear subject line ("Student Name" absent on "Date/s") and include the reason for absence in the message of the email.
- Give original to Christine Fairfield