

Tiffin City Schools
ELEMENTARY
Advanced Absence Form

Advanced Absences (vacations) are limited to no more than five (5) school days during the school year, unless approved by the building principal. The student must be accompanied by his/her parent or guardian.

Parents or guardians must notify the school office ONE WEEK prior to the students advanced absence.

Homework accommodations can not be guaranteed by teachers prior to leaving if one week notice is not given. Students are responsible for all work missed during the absence period.

All absences, whether unexcused, or excused, are counted on the student's record.

Student's Name

Teacher's Name / Grade

will be absent from school beginning on ____ / ____ / ____ . He/She will return to school on ____ / ____ / ____ .

The reason for this extended absence is: _____

Date

Parent's signature

Date

Teacher's signature

Date

Principal's signature