

# CHARLESTON

## Community Unit School District

Jefferson School - [www.charleston.k12.il.us/jes](http://www.charleston.k12.il.us/jes)

Phone: (217) 639-7000

801 Jefferson, Charleston, IL 61920

Fax: (217)639-7005

### ANTICIPATED ABSENCE

Today's Date \_\_\_\_\_

Child's Teacher \_\_\_\_\_

My child, \_\_\_\_\_, will be absent on the following date(s):

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REASON FOR ABSENCE: check below

\_\_\_\_\_ Doctor appointment

\_\_\_\_\_ Other (include specific reason):

\_\_\_\_\_ Funeral

\_\_\_\_\_

\_\_\_\_\_ Personal convenience\*

\_\_\_\_\_

\_\_\_\_\_ Recreational Activity\*

\_\_\_\_\_

\_\_\_\_\_ Vacation\*

\_\_\_\_\_

**All work missed during an UNEXCUSED/EXCUSED Anticipated absence must be completed and submitted to the teacher by \_\_\_\_\_ (to be completed by teacher).**

date

Parent Signature \_\_\_\_\_ Phone no. \_\_\_\_\_

Teacher Signature \_\_\_\_\_

Principal Signature \_\_\_\_\_

APPROVED/EXCUSED \_\_\_\_\_

\*NOT APPROVED/UNEXCUSED \_\_\_\_\_

**\*I understand that all Anticipated Absences for personal convenience, vacations, or recreational activities will be considered UNEXCUSED.**

***A 1st-rate public education for a caring community!***