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 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.