



Afterschool Program

Recurring Absence Form

We understand that students occasionally have recurring extracurricular activities to attend outside of our program. Please fill out this form to help us better monitor your student's attendance.

Name of student: _____ Grade: _____

Please circle the days your student will regularly **NOT** attend or briefly leave* the afterschool program:

Monday Tuesday Wednesday Thursday Friday

*Students may temporarily leave the program for supervised activities on-campus only (ex. teacher study halls, sport practices, etc). Once a student leaves campus, he/she is not permitted to return to the program.

Date this note takes effect: ___/___/___ Date this note ends: ___/___/___

Further information for temporary leaves (skip these questions if your student will be absent the entire afternoon):

What room/area of campus will your student be during their excused leave? _____

Will your student report to our program afterschool before attending the extracurricular activity?
(circle one) Yes No

 If yes, what time may your student leave our program? _____pm

Will your student return to our program after the extracurricular activity?

 If yes, what time should your student return to our program? _____pm

Your student may still attend the afterschool program in the event that the extracurricular activity is cancelled. This note means that you will not receive a phone call if your student does not show up on one of his/her excused days or your student will be permitted to leave the program at the specified times.

Parent/Guardian Name

Signature

Date