



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 will 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):

Name of the activity: _____ Location on campus: _____

What time does the activity begin (students will be released approximately 5 minutes prior to the start time)? _____pm

What time does the activity end? _____pm

Please remind your student to sign in at our program before their extracurricular activity

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 to attend this activity.

Parent/Guardian Name

Signature

Date