

# EMERGENCY PERMIT

(This form is to be used whenever a student expects to be absent from school and must be returned to the Main Office before leaving school. **Students must sign in and/or sign out of school in the main office before leaving the building.**)

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

On the following day or days. \_\_\_\_\_

Part of the day. I will pick my child up in the office at \_\_\_\_\_ on \_\_\_\_\_  
and **will / will not** return them to the office at the end of the appointment.

For the purpose of: \_\_\_\_\_

Being picked up by: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Required signatures: Student Activities Office \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

Teacher(s) whose classes you will not attend during this absence will sign/initial below.

- |          |          |                 |
|----------|----------|-----------------|
| 1. _____ | 4. _____ | 7. _____        |
| 2. _____ | 5. _____ | Act. Per. _____ |
| 3. _____ | 6. _____ |                 |

This form must be returned to the Main Office prior to absence.

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