

# Child Absence Form

Fill-out if **NOT** requesting vacation credits

**If your child will not be at school for 1 or more days, please fill out this form. This is very important for staffing purposes.**

Child's Name: \_\_\_\_\_

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

Dates child will be gone:

\_\_\_\_\_

Parent Signature:

\_\_\_\_\_

If your child will be absent for 3 or more days, **we require 2 weeks' notice**, regardless of whether requesting vacation credits. This helps Good Shepherd staff plan accordingly.

Thank you in advance.

cc: President, Director of Early Learning, Finance,  
Classroom Teacher, File, Therapist(s)