



## NOTICE OF PLANNED ABSENCE

Please complete the Absence Notification Form within a minimum of 10 business days of your child's planned absence. If advanced notification is not received, a \$36.00 daily penalty fee will be applied. Absences of more than 5 consecutive days require a minimum of 30 days advance notice and must be pre-approved by the Business Manager. **Please return this form to our Business Manager, Shanna Poston. You can fax it to (803) 569-1054 or email it to shanna@autismacademyofsc.org.**

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

**Student's Name:** \_\_\_\_\_  
(First) (Last)

**Date of Absence(s):** \_\_\_\_\_

- Full Day Absence  
 Partial Day Absence      Late Arrival Time: \_\_\_\_\_      Early Dismissal Time: \_\_\_\_\_

**Reason for Absence:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Parent's Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

<i>OFFICE USE ONLY</i>
__ Business Manager
__ Scheduler