

ADMIN PROCEDURES MANUAL**Administrative Procedure 300-D – Extended Parent/Guardian Absence Form**

PARENT DECLARATION FORM FOR EXTENDED PARENT/GUARDIAN ABSENCE

This form must be completed and submitted to the school principal if a student is under the care of another adult (25 years or older) during an extended absence of the parent or legal guardian. All fields are required.

Student Information

Student Full Name: _____

Grade: _____

School Name: _____

Start Date of Parent or Legal Guardian Absence: _____

End Date of Parent or Legal Guardian Absence: _____

Responsible Adult Information (25 years or older)

Full Name: _____

Relationship to Student: _____

Address: _____

Phone Number: _____

Email Address: _____

Out-of-Town Parent/Guardian Contact Information

Full Name: _____

Phone Number: _____

Email Address: _____

Temporary Address During Absence: _____

Declaration

I hereby declare that the information provided above is accurate and complete.

Parent/Legal Guardian Signature: _____ Date: _____

Principal Signature: _____ Date: _____

Adopted: August 2025

Revised: