

Parent Emergency Off-Site Form (for single day use only)

Place this **TOP** part of the form in the designated **board member's** family mailbox folder.

Monday: Shawna Wescott **Wednesday: Laura Speer**

*For safety and insurance reasons, Homeschool Connections requires parents to remain on-site with their children at all times. This form is NOT for the use of leaving all or some of your children so you can run errands, get coffee, pick up lunch, etc. These forms will be kept and logged by the designated board member.

If an emergency arises and you must be off-site:

- Find another Connections parent to be your Parent-In-Charge.
- Make sure the other parent knows your family's class schedule and your assigned family job.
- Tell your children who will be responsible for them.
- Fill out this form completely using a separate form for Monday and Wednesday.

Your Name: _____

Contact phone number: _____

Name and age of on-site children:

Name of Parent In Charge: _____

Emergency (Select one):

____ Illness (your Parent-In-Charge may fill this out and sign it for you if need be)

____ Other (Please explain):

Your Signature: _____

Date of absence (single day use only): _____

separate these two forms here

Parent Emergency Off-Site Form

Put this **Lower** portion of the form in **YOUR** family mailbox and discard when you return.

Your Name: _____

Parent-In-Charge: _____

Circle the day and class hours you will be off-site. Please use a separate form for each day.

Monday/Wednesday	1 st	2 nd	3 rd	Lunch	4 th	5 th
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Date of your absence: _____