

## Connections Parent Off-Site Emergency Form (for single use)

If an emergency arises and you must be off-site, please fill out this form, using separate forms for Monday and Wednesday absences.

- Find another Homeschool Connections parent to be your Substitute Parent
- Make sure the other parent knows your family's class schedule and your job at Connections
- Tell your students who will be responsible for them
- Put the top half of this form in the mailbox folder for **Laura Speer**

Your name: \_\_\_\_\_

Contact phone: \_\_\_\_\_

Connections Parent Job: \_\_\_\_\_

Names and ages of on-site student(s):

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Substitute Parent: \_\_\_\_\_

Emergency (select one):

\_\_\_\_\_ Illness (your Substitute Parent may fill this out and sign it for you)

\_\_\_\_\_ Other (please explain):

\_\_\_\_\_  
your signature

\_\_\_\_\_  
date of absence (one day use only)

.....  
separate these two forms here

### Parent Off-Site Emergency Form

*Put this form in **your** mailbox folder and discard this form when you return*

Your name: \_\_\_\_\_ Contact phone: \_\_\_\_\_

Substitute Parent: \_\_\_\_\_

Connections Job: \_\_\_\_\_

Circle the day and class hours you will be off-site - only mark one day per form

MONDAY	1st	2nd	3rd	Lunch	4th	5th
WEDNESDAY	1st	2nd	3rd	Lunch	4th	5th