



## Community Christian School Planned Absence

*NOTE: This form only needs to be filled out for 3 or more days that the student will be absent.*

Student: \_\_\_\_\_ Grade: \_\_\_\_\_ Student: \_\_\_\_\_ Grade: \_\_\_\_\_

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Requested absence dates: \_\_\_\_\_

Reason for request: \_\_\_\_\_

Regular attendance and punctuality are vitally important for a successful school experience. The school calendar provides generous vacation opportunities, and we encourage all families to plan out-of-town trips and vacation days to coincide with the days the school is closed. We strongly discourage parents from removing their children on regular school days because it is impossible to duplicate the learning experience that occurs in a classroom.

There may be circumstances when events take place during the school year causing a student to miss school. On these occasions, it is the responsibility of the parent and student to complete a "Planned Absence Request" form. This must be completed at least 5 days prior to the absence. Lessons taught while the student is on a vacation will *not* be re-taught by the teacher. Deadlines for all make-up of all homework, tests, etc. need to be determined prior to the absence with the student's teacher.

Teacher signature: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher signature: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher signature: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher signature: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher signature: \_\_\_\_\_ Date: \_\_\_\_\_

We have informed our child's teacher of our plans to miss school and have discussed with them our responsibility for work missed. We also understand that it is our responsibility to help our child complete work on the date that is agreed upon by the teacher.

*Parent signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

Office Use Only Below:

Principal signature \_\_\_\_\_ Date: \_\_\_\_\_