



Community Christian School Planned Absence Form

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

Student: _____ Grade: _____ Student: _____ Grade: _____

Student: _____ Grade: _____ Student: _____ Grade: _____

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. Teachers will attempt to give students assignments prior to the planned absence, but are not required to do so. In such cases the work will need to be made up after 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.

We have informed our child's teacher of our plans to miss school and have discussed with them our responsibility for work missed.

Teacher signature: _____ Date: _____

Teacher signature: _____ Date: _____

Teacher signature: _____ Date: _____

Teacher signature: _____ Date: _____

Parent signature: _____ Date: _____

Student signature: _____ Date: _____

Student signature: _____ Date: _____

Student signature: _____ Date: _____

Student signature: _____ Date: _____

Office Use Only Below:

Principal signature _____ Date: _____