

PLEASE RETURN TO REGISTRAR'S OFFICE UPON COMPLETION



Prearranged Absence Form

A Prearranged Absence Form must be completed and signed by the teacher and Administrator at least two days prior to the scheduled absence. Please remember that extended absences have a negative impact on a child's educational progress. All absences will be considered excused or unexcused based on the discretion of the Admissions Committee.

For an excused absence, work may be made up with no grade penalty. Students will be given at least one day (from the date of return) for each day of absence to complete work. Teachers will provide basic daily assignments prior to absence. Long-term projects and regularly scheduled assignments that were announced before the absence are still due on the assigned date.

The following are considered valid excuses for school absence and should not be considered all-inclusive:

- 1. Illness of the student
- 2. Funeral
- 3. Medical Appointments for Consecutive Days
- 4. Family trips
- 5. Church sponsored events

Student Name: _____

Teacher or Homeroom Teacher Name: _____

Date of Absence: _____ Date of Return: _____

Reason for Absence: _____

Parent Signature: _____ Date: _____

Teacher Signature: _____ Date: _____

Final Date Homework Accepted: _____

Administrator Signature: _____ Date: _____