



## Pre-Arranged Absence Request Form for Shekinah Christian School

Students who plan to be absent from school for one or more days for reasons other than normal illness must submit this completed form to the school office at least three (3) days in advance of the absence.

**Regardless of the classification of the absence, as excused or unexcused, any parent/guardian pre-arranging their child's absence from school will be able to collect any missed assignments. These assignments may be completed by the student and turned in for full credit provided the student follows current make-up work guidelines.**

*All students/parents fill out section A & C; Section B for secondary students only*

### Section A

Student Name (one student per form) \_\_\_\_\_

Dates of Absence: \_\_\_\_\_ and will be returning to school on \_\_\_\_\_

#### Reason for absence (excused):

\_\_\_\_\_ Personal illness/ Doctor's Visit                      \_\_\_\_\_ Illness in the family necessitating the presence of the child

\_\_\_\_\_ Recovery from an accident                              \_\_\_\_\_ Observance of religious holiday

\_\_\_\_\_ Death in the family                                      \_\_\_\_\_ Approved field trips or school sponsored activities

\_\_\_\_\_ Pre-approved planned absences (family trips, mission's trips, college visitations, etc.)

\_\_\_\_\_ Absence during the school day for College Visit

\_\_\_\_\_ Homebound Instruction – In the event that unusual and unavoidable circumstance (e.g., surgery) require a student to miss school for an extended length of time, the student may be excused from regular attendance temporarily. (Written verification of such, approved by administration).

Please specify: \_\_\_\_\_

#### Reason for absence not listed above (unexcused):

\_\_\_\_\_ Not providing enough sufficient advanced notice of vacation or family

\_\_\_\_\_ Absenteeism not deemed acceptable by administration

\_\_\_\_\_ Other, please explain: \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

(Elementary) Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_

**Section B (Secondary Students only)**

Please list all of the student’s teachers. Teacher(s) will then sign off indicating they know about the absent and will discuss plans for missed work for the student before they leave.

Teacher	Subject	Teacher Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Section C**

Parents should make sure their student takes care of the following obligations:

- All regularly assigned school work should be completed to the day of departure.
- Students should obtain the assignments of the missed classes during the absence and turn in the work due prior to departure if possible.
- All work missed during the period of absence must be made up. The usual period of time to make-up work upon return to school is the number of days equal to the student’s absence.

We fully understand the condition of Pre-Arranged Absences as stated above.

\_\_\_\_\_

Parent/Guardian’s Signature