

PORTLAND CHRISTIAN ELEMENTARY SCHOOL
PREARRANGED ABSENCE REQUEST

Name of Student _____ Today's Date _____ Room Number _____

Date or dates of absence _____ Time to be in office to leave _____

If child is returning same day, expected time of return: _____

Reason _____

All absences other than illness, family emergencies, or school-sponsored functions must be arranged with the site Principal and submitted a minimum of four days in advance. If not, they will automatically be unexcused. Homework will be given to the student upon return from an appointment/vacation, etc. The student will have one day for each day absent to complete work missed by a prearranged absence. A grade reduction will be enforced upon failure to do so. Exception to the make-up policy happens when grades close at the end of fourth quarter and no school days remain to complete school work. Parents may be asked to check/correct homework before turning it in.

Parent Signature

Principal Initial

Teacher Initial

Office Initial