

CHRISTIAN ACADEMY

SPECIAL ABSENCE REQUEST

Under special circumstances, absence requests may be arranged so the student does not suffer the full academic penalty for an absence. These absences are to be arranged in advance, assignments received from teachers and/or Renweb (for grades 6-12), and due upon return to school.

Student's Name _____ Grade _____

has requested absence from school on

_____ (dates) to accompany

his/her parent and/or guardian for

_____ (reason).

Homeroom Teacher's Name _____

We understand that any work not completed will result in a grade of "0", and that our son/daughter remains responsible for all class work missed during this absence. Students in grades K-5 are to see their teacher for assignments **prior** to the absence. Students in grades 6-12 are to communicate with his/her teacher **prior** to absence and check Renweb for any class work and assignments due.

*This form is to be returned to the school **prior** to your child's absence.

Parent/Guardian Signature _____

Date _____

Administration Approval by: _____

Date: _____