

Faith Christian School

PLANNED ABSENCE FORM

If your child will be missing school due to a pre-planned activity or event, this form must be presented to your child's teacher(s) at least three days before the absence. Once completed by the teacher(s), the form must receive final approval from the Administrator before an excused absence will be granted. In order to be excused, the absence must benefit the student educationally and / or benefit the family relationship.

If sufficient notice is not provided, teachers will inform the student of missing assignments/work when they return and when the excused absence has been verified.

Student Name: _____ Date(s) of absence: _____

Reason for absence: _____

Parent Signature: _____ Date submitted: _____

Complete the information above and present this form to the teacher(s).
Return the completed form and all attached work to the office for final approval.

Assignments

Teacher

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

Comments: _____

For office use:

Attendance:

Approved: _____

Days absent prior to request: _____

Not approved: _____ Reason: _____