

# Pre-Arranged Absence Form

Genesee Christian Elementary School

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Date(s) of absence from school \_\_\_\_\_

Reason for Absence: Family Vacation \_\_\_\_\_ Funeral \_\_\_\_\_  
Other (explain) \_\_\_\_\_

## Please Note:

According to our school's policy, no student may accumulate more than fifteen absences, whether excused or unexcused, during a single semester. Please consider your child's current attendance when planning extended trips.

**In order for a pre-arranged absence to be excused, the student must:**

1. Secure this form in advance from the office.
2. Parents must read, sign and return this form to their teacher.
3. Teacher will sign and return it to the office.
4. This form must be returned to the office at least two days before the absence.

Teacher Comments:

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Parent Signature \_\_\_\_\_ Teacher Signature \_\_\_\_\_

*Students are expected to make up the necessary work missed during an absence before excused. If possible, make other arrangements with their teacher. Students are allowed one day for every day of absence to complete all make-up work.*