

PRE-ARRANGED ABSENCE FORM
Genesee Christian Middle and High School

Step 1: Fill out student information and reason for absence

Student's Name _____ Grade _____
(first and last name)

Dates of absence from school _____
(example: Monday, MM/DD/YYYY -- Wednesday, MM/DD/YYYY)

Reason for Absence:

Family Vacation _____ Funeral _____ College Tour _____ Church Retreat _____

Other (explain) _____

Step 2: Teacher signatures

<u>Hr</u>	<u>Subject</u>	<u>Teacher Signature</u>	<u>Comment</u>
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____
7	_____	_____	_____

Step 3: Parent signature

PLEASE NOTE: According to our school's attendance policy, no student may accumulate more than twelve (12) absences during a single semester. Please consider your child's current attendance when planning extended trips such as college tours, special church activities, or family vacations.

Parent Signature _____
(Parents, please do not sign this form until ALL your child's teachers indicate that they have seen it)

Step 4: Turn completed form in to Student Services Office

Administration Signature _____