

# 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 \_\_\_\_\_

**PLEASE NOTE:**

According to our school's attendance policy, no student may accumulate more than twelve (12) 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 complete, sign and return a copy to the parent and one to the office.
4. Submit this form to the office at least two days prior to the absence.

Teacher Comments:

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

***Students may make up work prior to the absence or make other arrangements with their teacher. Students are allowed one day for every day of absence to complete make-up work.***