



# CALHOUN CHRISTIAN SCHOOL PLANNED ABSENCE FORM

## (DUE AT LEAST ONE WEEK PRIOR TO ABSENCE)

We strongly encourage families to use the established breaks on the CCS Calendar for vacations and other trips. It is impossible for a student to fully make up the experience of being in school. Some assignments may be completed, preferably in advance, of any school days missed.

**NAME:** \_\_\_\_\_ **DATES ABSENT:** \_\_\_\_\_

- REQUIREMENTS (To be completed in this order:**
- 1. Complete the top portion of this form.**
  - 2. Have all your teachers sign it, even if there is no homework assigned.**
  - 3. Have your parents review and sign it.**
  - 4. BRING IT TO THE OFFICE TO BE SIGNED BY AN ADMINISTRATOR. THE OFFICE WILL MAKE A COPY FOR ATTENDANCE RECORDS.**
  - 5. *STUDENT KEEPS ORIGINAL FORM.***

**By signing this form the parent/guardian has requested that the above mentioned student be allowed to not attend school on the above mentioned date(s) for the following reason:**

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**Teachers:** Please write the assignments in the space provided for your class period and include due dates and any additional information/suggestions the student may need.

PERIOD	ASSIGNMENT	TEACHER SIGNATURE
1		
2		
3		
4		
5		
6		
7		

Please review the Planned Absence Policy printed on the reverse side of this sheet.  
 I am aware that it is my student's responsibility to complete the work required.  
**FAILURE TO COMPLY WITH THE POLICY WILL RESULT IN AN UNEXCUSED ABSENCE FOR EACH DAY MISSED.**

**PARENTS:**  
 TURN FORM OVER FILL  
 OUT AND SIGN

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**ADMINISTRATOR SIGNATURE**

Besides this planned absence, how many other days do you anticipate missing during the semester?

Mission Trips \_\_\_\_\_  
Outside Sports Teams/Events \_\_\_\_\_  
Family Events \_\_\_\_\_  
College Visits \_\_\_\_\_

In light of the total number of anticipated absences, is this request a priority? Yes \_\_\_ No\_\_

**Planned Absence:**

**SUMMARY:** If you know in advance you will be absent, obtain a form from the school office or under Parents/Downloadable Forms on our website and have all your teachers complete and sign it. You must have all work that is given in advance completed upon your return.

1. If you are planning to be away from school for more than one day, you must obtain the signature of each of your teachers.
2. Pick up a form from the School office, have your parents fill it out and sign it, then take it to all of your teachers. They will write in the arrangements you have made to make up your academic work. The form must then be returned to the School office for administrative approval.
3. If you know about your absence in advance, you must make academic arrangements in advance. If you fail to make arrangements in advance, your teacher does not have to let you make up the work.

PARENT SIGNATURE: \_\_\_\_\_