

SALVATION CHRISTIAN ACADEMY PRE-ARRANGED ABSENCE FORM

STUDENT NAME: _____ **GRADE:** _____

A summer school or tutoring will be assigned for students who missed more than 10 days of school within a school year for any unexcused reason.

Pre-arranged absences are unexcused absences.

Pre-Arranged Absences and Vacations

Absences due to family trips are **STRONGLY DISCOURAGED**. Such absences should not exceed TEN days per school year. The principal will deal with emergency circumstances on an individual basis. Pre-arranged absences must be arranged **at least three (3) days in advance**. It is the student's responsibility to take the initiative in arranging with the teacher for completing any make-up, either before the trip or within the time established by the teacher after the trip. Teachers may designate such make-up to occur before or after school or during the student's lunch period.

Pre-arranged absences include: Family vacations, church related activities, camps, fellowships

Homeroom and Subject Teachers: The Student is responsible for all make-up work. Please sign the form to indicate that you are aware of the pre-arranged absence. Please feel free to write any comments.

Student: Have teachers sign-off below before taking home for parent signature!

Parents: All Pre-Arranged absences should be signed by teachers and parents and returned to the office **THREE DAYS PRIOR TO DEPARTURE**. Note, the above absences may affect our son/daughter's grades and credits even though this absence is pre-arranged.

DATES OF ABSENCE: _____

REASON FOR ABSENCE: _____

Signature of Parent/Guardian

Date

Telephone

Signature of Principal

Date