



PRE-PLANNED ABSENCE APPROVAL FORM

Student Name: _____ Grade: _____

Dates of planned absence(s) _____ Total # of days _____

Reason for absence(s): _____

Pre-Planned Absence Policy as Defined in the CCCS Handbook:

"The school must be notified at least one week prior to any planned absences (trips, family vacations, etc.) to allow the student to obtain make-up work from the teachers. Students must submit a Planned Absence Form, approved by the principal, at least one week prior to their absence(s). This form is available in the school office or on the school website. If this form is not complete and approved before the student's departure any work missed during the student's absence may not be given credit. It is the student's responsibility to make up all work missed. If planned absences cause the student to exceed the ten-day absence restriction, the school administration reserves the right to review such instances on a case-by-case basis."

Additionally, please the following legally mandated *Absence Policy*:

"Ten (10) absences are allowed each semester (due to block scheduling – that would only allow 5 blue days and 5 gold days per semester); After ten absences, the student may not receive credit for the course."

In signing this form, I confirm that I have read and agree to uphold the *Pre-Planned Absence Policy* and the general *Absence Policy* as detailed on this form. I understand that if my student exceeds 5 blue absences or 5 gold absences they may not receive credit for their courses.

Parent Signature Date

School Administrator Date

Our mission is to honor God by providing academic excellence while encouraging students to effectively integrate Biblical truth into their daily lives and impact the culture for Christ.

