



ELEMENTARY PLANNED ABSENCE APPROVAL FORM

Student Name: _____

Teacher: _____ Grade: _____

Dates of Absence: _____ TO _____ Total # of School Days: _____

We do not recommend that students miss school for trips, family vacations, etc. The educational experience through classroom learning cannot be replicated by just completing missed assignments. However, if it is necessary to take your child out of school, please complete this form and submit it to the school office at least one week prior to the absence. With appropriate notice, the teacher will provide classwork and homework that your child can work on while away from school. Certain in-class projects or lessons may not be able to be made up. In addition, your child may need to stay in from recess, come to school early, or stay after school to make up tests or quizzes that have been missed. If this form is not received at least a week before the student's departure, assignments may not be ready to provide to you prior to the absence. It is the student's responsibility to make up all work missed.

Please note that completion of this form does not make the absence excused. If planned absences cause the student to exceed the eighteen day absence restriction (excused or unexcused), the school administration reserves the right to review such instances on a case-by-case basis.

In signing this form, I confirm that I have read and understand the above information.

Parent Signature

Date

Please bring this signed form to the Elementary Office or email to ESOffice@LionsLV.org

ADMINISTRATIVE USE ONLY

Date received in office: _____ Notified teacher of the dates student will be absent: _____

The absences listed above are: _____ Approved _____ Denied

School Administrator Signature

Date

Requesting appointment with the family due to excessive absences

Appointment Date: _____ Time: _____

Calvary Chapel Christian School exists to build a strong foundation upon God's Word, reach the heart with God's love, and impact the world for God's glory.

