

MSHS PLANNED ABSENCE APPROVAL FORM

Student Name: _____ Grade: _____

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 makeup 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. 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 absence restriction, the school administration reserves the right to review such instances on a case-by-case basis."

Additionally, please review 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."

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

Please mark the reason for absence:

- College Visit (2 days for juniors, 3 days for seniors) *documentation required
- Bereavement (3 days) *documentation required
- Required Court Appearances *documentation required
- Other: _____ *documentation may be required

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. I also understand that approval is completely at the discretion of the administration of CCCS and that I must submit required documentation. If the required documentation is not provided, I understand that the absence(s) will not be approved.

Parent Signature

Date

Please bring this signed form to the Middle & High School Office or email to MSHSOffice@LionsLV.org

ADMINISTRATIVE USE ONLY

The absences listed above are: _____ Approved _____ Denied

School Administrator Signature

Date

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.