



# St. Joseph Christian School Revised 8/2017

## STUDENT RELEASE FORM FOR PREARRANGED ABSENCE

**\*\*Please submit to office one week in advance\*\***

Pre-planned absences are not to be scheduled during standardized testing or finals.

**Who?** All students, Pre-K through 12th grade.

**Why?** To provide notice for teachers and ensure that absent students receive the opportunity to complete/receive credit for make-up work.

**When?** ANYTIME parents know in advance their student will be absent.

**How?** Submit signed form to your school office for administrative approval.

**Remember-** to be considered an excused absence (student receives credit for make-up work):

- This form must be submitted one week in advance for approval by the principal.
- Once approved by the principal, teacher(s) will be notified of pending absence.
- Teacher(s) may then release make up work.
  - (Teacher(s) may require make-up work to be completed before or after the absence *at their discretion.*)
- JH/HS students are personally responsible for securing their make-up work from teacher(s).

**PLEASE SEE YOUR STUDENT HANDBOOK FOR COMPLETE INFORMATION.**

Today's Date \_\_\_\_\_

Parent(s)/Guardian(s) \_\_\_\_\_

Student(s) \_\_\_\_\_

Grade/Teacher(s) (Elementary) \_\_\_\_\_

Date(s) of Planned Absence \_\_\_\_\_

Absence Reason (check)  CV college visit  DO dental/ortho  F funeral

JS job shadow  MA medical appt  MT mission trip  VA vacation/family trip

PR other, \_\_\_\_\_

# School days missed: \_\_\_\_\_ (and/or) Hours missed: from \_\_\_\_\_ to \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Student Signature (7-12<sup>th</sup> grades only) \_\_\_\_\_

**FOR OFFICE USE:** .....

1. Approved (principal signature/date) \_\_\_\_\_

2.  Teacher(s) notified  Attendance recorded (Sec'y initials/date) \_\_\_\_\_