



EVANGELICAL CHRISTIAN SCHOOL

ABSENCE REQUEST

6TH - 12TH GRADE

- PROCEDURE:
1. HAVE SECTION A FILLED OUT BY PARENT
 2. HAVE SECTION B FILLED OUT BY THE PRINCIPAL
 3. SECURE THE SIGNATURE OF TEACHER
 4. RETURN COMPLETED FORM TO THE PRINCIPAL BEFORE THE DAY(S) OF ABSENCE

SECTION A - Filled out by Parent

Name of Student _____ Grade _____

Date of Request _____ Date(s) to be Absent _____ Number of Days _____

Reason: _____

Parent Name Printed: _____

Parent Signature: _____ Date: _____

An Absence Request form may be obtained from the Principal by a Junior or Senior who is going on a college visit. The student must obtain the form at least two days prior to the absence. If the Request is approved, the student will be allowed to make up his work. If the Request is denied, the absence will have no makeup privileges.

An approved College Visitation Request will inform the teacher of the student's forthcoming absence. However, the teacher will NOT be responsible for reviewing lectures, class discussions, or giving extra tutoring. It is the student's responsibility to see the teacher about all make up work. All make up work is due on the day the student returns to class. Tests missed will be made up on the first day back to school or at teacher's discretion. All other tests will be given on schedule or at teacher's discretion.

SECTION B - Filled out by the Principal

Number of days absent to date: _____ Excused _____ Unexcused _____ Date: _____

Signature of Principal: _____

SECTION C - Teachers' Signatures

Period 1: _____

Period 5: _____

Period 2: _____

Period 6: _____

Period 3: _____

Period 7: _____

Period 4: _____