



# EVANGELICAL CHRISTIAN SCHOOL

## ABSENCE REQUEST HIGH SCHOOL

- PROCEDURE:**
1. HAVE SECTION A FILLED OUT BY PARENT
  2. HAVE SECTION B FILLED OUT BY PRINCIPAL
  3. SECURE THE SIGNATURE OF THE TEACHERS
  4. RETURN COMPLETED FORM TO THE HIGH SCHOOL DESK  
AT LEAST TWO DAYS BEFORE THE DATE(S) OF THE ABSENCE.

An Absence Request Form may be obtained by a high school student who is requesting a planned absence. 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. An approved request will inform the teacher of the student's forthcoming absence; however, the teacher will not be responsible for reteaching material 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 the teacher's discretion.

### SECTION A - Filled out by Parent

Name of Student \_\_\_\_\_ Grade \_\_\_\_\_

Date of Request \_\_\_\_\_ Date(s) to be Absent \_\_\_\_\_ Number of Days \_\_\_\_\_

Reason: \_\_\_\_\_  
\_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### SECTION B - Filled out by the Principal

Excused \_\_\_\_\_ Unexcused \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Principal: \_\_\_\_\_

### SECTION C - Teacher Signatures

Period 1: \_\_\_\_\_ Period 5: \_\_\_\_\_

Period 2: \_\_\_\_\_ Period 6: \_\_\_\_\_

Period 3: \_\_\_\_\_ Period 7: \_\_\_\_\_

Period 4: \_\_\_\_\_

***Once form is complete, it is the student's responsibility to turn in to the high school office before date(s) of planned absence***