



### PREARRANGED ABSENCE FORM

**A Prearranged Absence Form must be submitted to the school at least one week prior to the intended absence.** All absences will be considered excused or unexcused based on the discretion of the school administration. For an excused absence, work may be made up with no grade penalty. Students will be given at least one day (from the date of return) for each day of absence to complete work.

College Drive Christian School accepts the following as possible reasons for excused absences:

1. Personal Illness
2. Death or serious illness in the family
3. School related trips (outdoor school, academy days, pathfinder trips)
4. Weather or road conditions making travel dangerous
5. Special permission of the principal obtained in advanced (at least one week)

Student Name: \_\_\_\_\_

Date of Absence: \_\_\_\_\_ Date of Return: \_\_\_\_\_

Reason for Absence: \_\_\_\_\_

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

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Final Date Homework Accepted: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_