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Planned or Extended Absence Form

This form must be turned in to the school office no less than 2 weeks prior to first date of absence.

It is understood that this absence, although excused, will still count against your attendance record and will prevent the achievement of perfect attendance.

STEP 1: Parent fills out and returns top portion of this form.

Student Name:		Grade:
Date of Proposed Absence:	Return to School Date:	
Purpose of Absence:		
Destination During Absence:		
Parent Signature:		Date:

Date Received in Office:	Initial
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STEP 2: Principal Review & Approval Signature

Principal Signature:	Date:
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STEP 3: Received by Teacher & Assignments Determined

Teacher Signature:	Date:
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***** PLEASE SEE REVERSE FOR LIST OF ASSIGNMENTS *****

TEACHER & STUDENT SIGNATURES REQUIRED

Extended Absence **Assignments**

STEP 4: Assignments

Class:	Due date:
Assignments:	
	Teacher Initials:
Class:	Due date:
Assignments:	
	Teacher Initials:
Class:	Due date:
Assignments:	
	Teacher Initials:
Class:	Due date:
Assignments:	
	Teacher Initials:
Class:	Due date:
Assignments:	
	Teacher Initials:
Class:	Due date:
Assignments:	
	Teacher Initials:

STEP 5: Returned to Student & Signatures + **POST-SIGNATURE COPY MADE FOR STUDENT FILE**

It is understood that all assignments will be completed at the initiative of the student.

This is not to be considered a complete list of all assignments for the period of absence. There may be assignments and lessons not listed above that will need made up upon the student's return.

Issuing Teacher Signature:	Date:
Student Signature:	Date: