

# Pineview Christian Academy

## Parent Request For a Pre-excused Absence (of 3 or more days)

Extended absences can be costly in terms of work missed. It's usually assumed that work can easily be made up, but time spent on class activities such as discussions, experiments, and demonstrations can't be recaptured. A parent/guardian can excuse absences in writing before an absence occurs for not more than 13 days in a school year.

### Excused Absence:

Students may be excused for-

- Personal Illness
- Funeral/Religious services
- Professional appointments
- Serious personal or family crisis
- Student is not in proper physical or mental condition to attend school
- Family vacations (pre-approved)
- Court appearance or other legal procedure that requires attendance of the student

### Excessive Absences:

Defined as students who accumulate 13 days of excused/unexcused absences or equivalent in a school year.

### 1. Parent/Guardian: (Please complete)

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ School: \_\_\_\_\_ I request that my child be excused from school from, (dates) \_\_\_\_\_ to \_\_\_\_\_ For the purpose of, \_\_\_\_\_. I understand that my child will be responsible for completing all work missed during this absence.

Parent /Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### 2. Student: Please bring this form to your teachers for signatures & to gather homework during your absence.

**Teachers:** Please initial to indicate that you are aware of this absence and appropriate assignments have been given to the student.

Teacher	Comment	Teacher	Comment

### 3. Student: Please bring this form to the principal for a signature.

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_