

KINGSWAY CHRISTIAN SCHOOL

PRE-ARRANGED ABSENCE FORM

Please submit completed form two weeks before absence.

STUDENT NAME _____

DATE/DATES OF ABSENCE _____

REASON FOR ABSENCE _____

PARENT SIGNATURE _____ DATE _____

ADMINISTRATOR SIGNATURE _____ DATE _____

Make Up Work Policy

Students with excused absences will be allowed to make up work within a reasonable length of time. In most cases, the student will be given the same number of days to make up work as the student was absent. Special arrangements may be made through the classroom teacher. *It is the student's responsibility to determine what work has been missed and to see that it is completed and turned into the teacher.*

******Must be approved by Administrator before teacher notification.******

TEACHER SIGNATURES / NOTIFICATION

ELEMENTARY TEACHER _____

OR

1ST PERIOD _____ 6TH PERIOD _____

2ND PERIOD _____ 7TH PERIOD _____

3RD PERIOD _____ 8TH PERIOD _____

4TH PERIOD _____ 9TH PERIOD _____

5TH PERIOD _____

******Return slip to office after all signatures are received.******