

# 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 \_\_\_\_\_

### 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.*

### Administration Approval

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ DATE \_\_\_\_\_

**\*\*\*\*Must be approved by Administration 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.\*\*\*\***