



Empowering students with a lifelong faith in Jesus Christ, outstanding academic skills, and a passion to share the Gospel.

PLANNED ABSENCE FORM INSTRUCTIONS

Request for Approval

Parent or Guardian,

At Water of Life Christian School we value punctuality and attendance. Good attendance is important to academic achievement and development of personal responsibility. No list of assignments is equivalent to the instruction a student receives in class. Sometimes, however, educational opportunities present themselves through travel. As part of the approval process please describe what opportunities will be provided during this absence. Also, parent support to complete all work is essential. The parent, administration, teachers and the student share in the responsibilities of this process.

Section one of the preplanned absence form must be completed by the parent and submitted to the attendance clerk at attendance@wateroflifecs.org at least **two weeks** prior to the first date of absence. Once an administrative decision has been made, the attendance clerk will notify the parent of the decision and, if approved, forward the form to the teachers.

The teachers will then begin preparing assignments required during the absence. It is also the responsibility of the student/parent to pick up the work prior to leaving. Assignments must be submitted to the homeroom teacher on the day the student returns to school. The student should be prepared to take all required make-up tests and quizzes on the day of their return. Teachers may choose to extend this deadline. The student is also responsible to initiate a personal contact with the teacher to ensure that the work expectations of each teacher have been met.

Please see form on page 2



PREPLANNED ABSENCE FORM Request for Approval

<u>For office use only</u>
Date Received _____

It is important to read the Request for Approval Instructions prior to completing this form.

Section 1 - Preplanned Absence Information

*To be completed by Parent/Guardian and submitted **minimum two weeks** prior to date of request*

Today's Date: _____

Student's Name: _____ Teacher: _____ Grade: _____

Student's Name: _____ Teacher: _____ Grade: _____

Dates of Absence: _____

Reason for Absence: _____

Educational Opportunity: _____

Parent Signature

Date

Section 2 - Administrative Approval *(To be completed by Administration only)*

The preplanned absence request is

Approved – Absent Excused Denied – Absent Unexcused

Administrator Signature

Date

Section 3 - Teacher Notification *(To be completed by Attendance Clerk)*

Teachers: You are being notified of this request. Please refer to Administration approval above. If approved, you will provide work for the student while they are gone and give credit if submitted on time.

Homeroom Teacher Other Teacher (Grades 5-8 Only) _____

PE Teacher Other Teacher (Grades 5-8 Only) _____

Spanish Teacher Other Teacher (Grades 5-8 Only) _____

Attendance Clerk Signature

Date Copied to Teacher(s)