

CALVIN CHRISTIAN HIGH SCHOOL

Prearranged Absence Form

Student Name _____ Parent/Guardian Name _____

Date(s) of Absence _____

Signature of Parent/Guardian _____

(NOTE: A parent/guardian must sign this form before teachers are asked to initial it.)

_____ **Family Trip:**

The student will be in the company of (check one):

_____ Parent(s) _____ Parent-Approved Adult

- a) Family trips are generally considered to be trips that must include a parent or a parent-approved adult.
- b) A student is limited to **five (5)** school days per school year for the purpose of a family trip and may be denied if the student has too many prior absences (see 'c' under "Personal day").

_____ **Personal Day:**

- a) A personal day is intended to provide the opportunity for a parentally approved day for a student activity. We ask students and parents to make responsible use of the policy.
- b) A personal day may be used in conjunction with a family trip. Students are allowed one per year.
- c) A personal day will be denied if the student has too many absences or an unexcused absence of a ½ day or more.
- d) No more than 20 students may take a personal day on the same day, and no personal days may be taken **after April 30**.

_____ **Other: (Please explain on back of paper.)**

<u>Period</u>	<u>Teacher's Initials</u>	<u>Comments</u>
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____
8	_____	_____

- Prior to the day(s) off, the student must consult with the teacher, obtain all assignments, and make arrangements to complete all tests, quizzes, projects, papers, and assignments on a timeline determined by the teacher in consultation with the student.
- The student must submit this form to the office signed by the parent/guardian and his/her teachers **three school days (or more) PRIOR to the trip**.

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OFFICE USE ONLY

Attendance record: (to be filled out by the office)

Number of absences _____

Unexcused absences _____

Date received _____

Signature of School Official _____