

LINFIELD CHRISTIAN HIGH SCHOOL
PRE-ARRANGED ABSENCE 2011/2012

Student Name: _____ Grade: _____ Date: _____

Parents: If a student's academic grades are "C" or higher, parents may request that a student be absent for family business, i.e. trips or vacation, etc. Students must obtain a pre-arranged absence form from the School Office which is to be signed by the parent and the appropriate teachers. The Pre-arranged Absence form must be completed **one week prior to the absence.** Students must make arrangements with teachers for the timely completion of all academic work. A pre-arranged absence will be limited to five (5) class days in any given year. Junior and senior students visiting a college must submit a completed pre-arranged absence form prior to the visit and must also submit the College Visit Verification Form upon return to Linfield to be marked as an excused school activity. DMV Appointments and Court Appearances require a prearranged absence form prior to the appointment and documentation upon return to Linfield. An approved pre-arranged absence is considered an excused absence. (Note the 10/15 absence rule). Senior students who are summoned for jury duty must request a postponement.

Students: Please complete the following form in order to process your Pre-Arranged Absence.

PROCESS TO OBTAIN A PRE-ARRANGED ABSENCE

- (1) Student picks up form and takes home for parent signature.
- (2) Parent signs form and student returns to Attendance office.
- (3) Attendance office verifies signature by calling parent.
- (4) Upon verification, form is stamped with date stamp.
- (5) Students presents form to all teachers for signature ("C" or higher in class required) during break, lunch, before or after school only.
- (6) When completed, student returns signed form to Attendance office.

I request a Pre-Arranged Absence for the purpose of _____

Dates I will be absent: _____ Total Days requested _____

Parent Signature _____

Parent Phone Number to Verify _____

OFFICE USE ONLY

Verified by Office _____ Date Stamp _____

Block	Teacher	Comments (grade, concerns)	Teacher's Signature
1			
2			
3			
4			
5			
6			
7			

FORM MUST BE RETURNED TO THE ATTENDANCE OFFICE COMPLETED BY TEACHERS AT LEAST ONE WEEK PRIOR TO ABSENCE!!