

# Linfield Christian Middle School

## PRE-ARRANGED ABSENCE 2019-2020

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. Court appearances require a pre-arranged absence form prior to the appointment and documentation upon return to Linfield.

Students must obtain a pre-arranged absence form from the School Office which is to be signed by the parent and the appropriate teachers. This 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. (Note the 10/15 absence rule in Handbook). Students have a number of days, equal to the number of days absent, to make up assignments. Special arrangements outside of this policy must be made with the teacher.

**"I have read and understand the guidelines stated above, as well as the guidelines published in the attendance section of the Parent-Student Handbook."**

**PARENT SIGNATURE** \_\_\_\_\_

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

- (1) Student picks up form and takes home for parent signature
- (2) Parent signs form
- (3) Student presents form to all teachers for signature ("C" or higher in class required)
- (4) When completed, student returns signed form to Middle School office

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

I request a Pre-Arranged Absence for the purpose of \_\_\_\_\_

Dates I will be absent: \_\_\_\_\_ Total Days requested \_\_\_\_\_

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

Administrator's Approval: \_\_\_\_\_ Date \_\_\_\_\_