

VALOR CHRISTIAN SCHOOL PRE-ARRANGED ABSENCE FORM

A pre-arranged absence refers to any planned time during which a student will be away from school for one or more days.

PLEASE PRINT CLEARLY

STUDENT INFORMATION	
Student Name:	Homeroom:
Student Grade: K 1 2 3 4 5 6 7 8 9 10 11 12	Number of Days Absent:
ABSENCE INFORMATION	
From Date:	To Date:
Reason for absence:	
REQUIREMENTS	
<ul style="list-style-type: none"> ✓ Take this form to ALL your teachers. They will give you assignments and initial the form. ✓ Take this form to your parent/guardian to sign. ✓ Once you have your assignments/initials from ALL your teachers AND your parent/guardian as signed at the bottom, you MUST turn this form into the Front Office before your extended absence. You are responsible for keeping a copy of this sheet and completing your homework. ✓ Upon returning from your extended absence, your work must be turned in to your teachers within two (2) school days. 	
TEACHERS: PLEASE PROVIDE ANY WORK THAT WILL BE REQUIRED UPON THIS STUDENT'S RETURN.	
Period 1:	
Period 2:	
Period 3:	
Period 4:	
Period 5:	
Period 6:	
Period 7:	
COMPLETE BY PARENT/GUARDIAN & ADMINISTRATION	
Parent/Guardian Signature:	Date:
Parent/Guardian Print Name:	
Administration Signature:	Date:

