



G R A C E
Christian School

Notice of Planned Absence

My Child _____, will be absent from his/her classes
on the following days. _____

Please list all dates

Grade _____ Teacher _____

The purpose of this absence is _____

Parent/Guardian Signature

Date of Notice

DO NOT WRITE BELOW THIS LINE - FOR OFFICE USE ONLY

_____ SIM 1 2 3 4 5

_____ This absence is defined as an educational, family, or church trip/event and will be coded as an excused absence. "For excused absences, students will be entitled to twice the number of school days absent to make up all missed assignments." (As stated in Parent/Student Handbook, Attendance Requirements, Absences)

_____ This absence has exceeded the permitted number of excused absences for an educational, family, or church event and will be coded as an unexcused absence.

_____ This absence is defined as non-educational and will be coded as an unexcused absence. All work missed due to an unexcused absence will result in a 50% reduction in grade for all work completed and turned in as scheduled. Work not made up by the teacher's stated deadline will not be accepted and will receive a grade of zero. For unexcused absences, students will be required to make up all missed assignments including tests at the teacher's convenience." (As stated in Parent/Student Handbook, Unexcused Absences)

Principal's Signature

Date