



Secondary Pre-Arranged Absence Form Absences / Tardies / Early Departures

Attendance

Turn in to the Office at least **1 school day** before the planned absence.

Student Name: _____ Grade: _____

Requests permission to:

_____ arrive late, by _____ am/pm
_____ leave early at _____ am/pm
_____ be absent
on: _____
(date)

Reason:

- _____ medical/dental appointment
- _____ illness/death in family circle
- _____ Church/mission activity
- _____ legal paperwork/appointment
- _____ other (explain): _____ (or attach note)
- _____ vacation
(will be recorded as an unexcused absence)

Make-up Work: It is the student's responsibility to find out from the teacher what work will be assigned during the time s/he is absent. The burden of responsibility for completing make-up work rests upon the student, not the teacher.

Parent signature: _____ Secondary Administrator: _____
MS Principal HS Principal

PARENTS: The administration reserves the right to excuse this absence or not. Students with more than 18 absences in a year may be asked to repeat the year, as absence from class greatly hinders a student's ability to learn the curriculum.

- STUDENTS:**
1. Obtain Principal's signature first.
 2. Obtain signatures from each teacher whose class will be missed.
 3. Return form to Principal for final approval.

★ For the absence to be excused, this form must be completed and **returned at least 1 school day before the absence.**

TEACHERS: If you are NOT in agreement with the absence, note it in the comment box or let your principal know.

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Teacher approval (initials) and comments or conditions:

Period	Class	Teacher Initials	Comments
1 st			
2 nd			
3 rd			
4 th			
5 th			
6 th			
7 th			
8 th			
9 th			

Parents can submit this as a Word document from their personal e-mail account (as proof of signature), sending it to attendance@eca.edu.co in time for the student to get all required signatures before the absence.

OFFICE USE

_____ **Extended absence** (4 weeks or more) academic conditions are being communicated to parents/students by _____, with a copy sent to the student's file. (Principal's initials)

_____ Financial arrangements: _____

_____ Normal payment (Administration initials)

_____ Special arrangement sent by email to Finance and parents _____

To be filled out by the principal: Date request received: _____
Excused: Yes No (circle one and initial): _____