



## 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      on: \_\_\_\_\_  
 be absent      (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 rather than 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 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, write 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 <sup>st</sup>			
2 <sup>nd</sup>			
3 <sup>rd</sup>			
4 <sup>th</sup>			
5 <sup>th</sup>			
6 <sup>th</sup>			
7 <sup>th</sup>			
8 <sup>th</sup>			

Parents can submit this as a Word document from their personal e-mail account (as proof of signature). Send it to [attendance@eca.edu.co](mailto: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 student's file (Principal's initials)

Financial arrangements: \_\_\_\_\_

Normal payment (Administration initials)

Special arrangement sent by e-mail to Finance and parents \_\_\_\_\_

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