

TYNDALE CHRISTIAN ACADEMY

PRE-ARRANGED ABSENCE: Kindergarten - 5th Grade

STEP 1: PARENT INITIATION

TODAY'S DATE _____

Student Name _____ Grade/Teacher _____

Dates requesting _____

(MUST HAVE A ONE WEEK NOTICE)

Reason _____

PLEASE NOTE

- 1) Please check the **student handbook** regarding what constitutes excused/unexcused absences.
- 2) All work that is given in advance by the teachers is due the **FIRST** day of the student's return.
- 3) Students should be ready to take tests missed during absences on their **FIRST** day of return.
- 4) Parents are strongly encouraged to aid their student in studies during their absence or to seek tutoring.
- 5) Please understand that due to time restraints the classroom teacher is unable to re-teach material missed for pre-arranged absences.

Parent's Signature _____ Date _____

STEP 2: PARENT RESPONSIBILITY

Parents, please sign this form and return to your student's teacher **at least one week in advance** to provide them with sufficient notice to prepare class work for your child to complete.

STEP 3: TEACHER REVIEW

Attendance _____

Teacher Comments: _____

Teacher's Signature: _____ Date _____

STEP 3: OFFICE REVIEW

Approved – May make up assignments

Unapproved – May make up assignments

Date _____

PRINCIPAL'S SIGNATURE