

# Elementary Pre-Planned Absence Form



**FRIENDSHIP**  
CHRISTIAN SCHOOL

Name \_\_\_\_\_ Date \_\_\_\_\_ Grade \_\_\_\_\_

Date(s) of Absence \_\_\_\_\_

Reason for Absence \_\_\_\_\_

Parent Signature \_\_\_\_\_

The teacher should add assignment information and sign the form and then the form must be turned in to the school office for official approval. This form must be completed five school days prior to absence. Please note this important policy from the handbook:

- If an elementary student is absent more than twenty days during the year, his promotion to the next grade is jeopardized. Absences in excess of 10 per semester may result in extra outside of normal school day tutoring (\$20/half hr, \$30/hr fee) or summer tutoring (fee).

Assignments:

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Teacher's Signature \_\_\_\_\_

Administration Signature \_\_\_\_\_

**\*\*All homework, quizzes, and tests must be made up according to the school's policies.**