

Middle School-High School
Pre-Planned Absence Form



FRIENDSHIP
CHRISTIAN SCHOOL

Name _____ Date _____ Grade _____

Date(s) of Absence _____

Reason for Absence _____

Parent Signature _____

All teachers' signatures must be obtained first. Then form must be turned in to the office for official approval.
This form must be completed and submitted to the school office five days prior to the absence.

Please note these important policies from the handbook:

- A student that misses 10 days in a single semester or 20 days during the entire school year in any class may jeopardize their promotion to the next grade. Whether the absences are excused or unexcused does not change the promotion ruling.
- Any student missing more than ten periods per semester in any class for any reason may not receive credit for that class even if all his grades are passing.

	Class	Assignments	Signature
1 st	_____	_____	_____
2 nd	_____	_____	_____
3 rd	_____	_____	_____
4 th	_____	_____	_____
5 th	_____	_____	_____
6 th	_____	_____	_____
7 th	_____	_____	_____
8 th	_____	_____	_____

Head of School's Signature _____

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

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