

Christian Life Academy
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Student Planned Absence Request

Absences that are to be educational require prior school notification in writing, so that school work can be arranged before the student is absent. **The Planned Absence Request should be returned to the office as many days in advance as the length of the absence** (e.g. 3 day absence requires at least a 3 day notification prior to the absence)

No planned absences should be requested during the week of achievement tests. Please review the school calendar, or contact the school, prior to making arrangements to confirm the dates will not conflict with this, or any other important calendar days.

Non-notification to the school will be considered illegal. Questionable absences should be reviewed by the administration to determine legality of the absence.

Please complete one form per family, listing all students' names.

Student name(s): _____

Grade(s): _____

Please note the date and day of the week for the following:

First day the student will not be in school due to absence: _____

Last day the student will not be in school due to absence: _____

Total number of school days the student will not be present: _____

*please do not count weekends or other days school will not be in session over this time

Reason for absence: _____

Why this should be considered educational and legal: _____

Parent signature: _____ Date: _____

(for office use)

Administrative approval: _____ Date: _____

Teacher(s) notified: _____

*please be sure all teachers listed above have signed, then return this form to the office