

**PRE-ARRANGED ABSENCE FORM**  
Genesee Christian Elementary School

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Date(s) of absence from school \_\_\_\_\_

Reason for Absence: Family Vacation \_\_\_\_\_ Funeral \_\_\_\_\_

Other (explain) \_\_\_\_\_

**PLEASE NOTE:**

According to our school's attendance policy, no student may accumulate more than fifteen (15) absences, whether excused or unexcused, during a single semester. Please consider your child's current attendance when planning extended trips.

In order for a pre-arranged absence to be excused, the student must:

1. Secure this form in advance from the office.
2. Have it signed by their teacher.
3. Give it to parents to read and sign.
4. Turn the form back in to the office at least two days before the absence.

**TEACHER COMMENTS:**

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Teacher Signature: \_\_\_\_\_

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

Students are expected to make up the necessary work missed during an absence before being excused, if possible, or make other arrangements with their teacher. Students are allowed one day for every day of absence to complete all make-up work.

