

PRE-ARRANGED ABSENCE FORM
Genesee Christian Junior High and Senior High School

Student's Name _____ Grade _____

Dates of absence from school _____

Reason for Absence:

Family Vacation _____ Funeral _____ Other (explain) _____

College Tour _____ How many tours have you attended this year? _____

Church Retreat _____ How many retreats have you attended this year? _____

Sponsoring Church _____ Is this your home church? _____

<u>Hr</u>	<u>Subject</u>	<u>Teacher Signature</u>	<u>Comment</u>
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____
7	_____	_____	_____

Administration _____

Parent Signature _____

(Parents, please do not sign this form until ALL your child's teachers indicate that they have seen it).

PLEASE NOTE

According to our school's attendance policy, no student may accumulate more than twelve (12) absences, whether excused or unexcused, during a single semester. Please consider your child's current attendance when planning extended trips such as college tours, special church activities, or family vacations.

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

1. Secure this form in advance from the Student Services Office. (note #4 below)
2. Have it signed by teachers, coaches, etc.
3. Allow parents to read and sign it.
4. Turn the form into the Student Services Office at least two days before the absence.