

**PRE-ARRANGED ABSENCE FORM**  
**Genesee Christian Middle and High School**

**Step 1: Fill out student information and reason for absence**

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_  
(first and last name)

Dates of absence from school \_\_\_\_\_  
(example: Monday, MM/DD/YYYY – Wednesday, MM/DD/YYYY)

**Reason for Absence:**

Family Vacation \_\_\_\_\_ Funeral \_\_\_\_\_ College Tour \_\_\_\_\_ Church Retreat \_\_\_\_\_

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

**Step 2: Teacher signatures**

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

**Step 3: Parent signature**

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

**Step 4: Turn completed form in to Student Services Office**

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

PLEASE NOTE: According to our school's attendance policy, no student may accumulate more than twelve (12) absences 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.