

SECONDARY PRE-ARRANGED ABSENCE/TARDY/EARLY DISMISSAL

STUDENT NAME: _____ GRADE: _____

Requests permission to:

_____ arrive late, by _____ am/pm

_____ leave early at _____ am/pm

_____ be absent

on: _____

(day/date)

Reason:

_____ medical/dental appointment

_____ illness/death in family circle

_____ vacation

(will be recorded as an unexcused absence)

_____ mission meeting or outreach

_____ legal paperwork/appointment

_____ other (explain): _____
(or attach note)

Make-up Work: It is the student's responsibility to find out from the teacher what work will be assigned during the time s/he is absent. The burden of responsibility for completing make-up work rests upon the student rather than upon the teacher.

Parent signature: _____ Secondary Administrator: _____

MS: Mr. Moyer **HS:** Mr. Retzer

PARENTS: The administration reserves the right to excuse this absence or not. Students with more than 18 absences in a year may be asked to repeat the year, as absence from class greatly hinders a student's ability to learn the curriculum.

- STUDENTS:**
1. **Obtain Principal's signature first.**
 2. Obtain signatures from each teacher whose class will be missed.
 3. Return to Principal for approval.

☆ For the absence to be excused, this form must be completed and **returned before the absence.**

TEACHERS: If you are NOT in agreement with the absence, write in the comment box or let your principal know.

=====

Teacher approval (initials) and comments or conditions:

Period	Class	Teacher Initials	Comments
1 st			
2 nd			
3 rd			
4 th			
5 th			
6 th			
7 th			
8 th			

Parents can submit this as a Word document from their personal e-mail account (as proof of signature). Send it to attendance@eca.edu.co in time for the student to get all required signatures before the absence.

OFFICE USE ONLY

- ___ **Extended absence** (4 weeks or more): academic conditions are being communicated to parents/students by _____ with a copy sent to student's file _____ (Principal's initials)
- ___ Financial arrangements: _____
- ___ Normal payment (Administration initials)
- ___ Special arrangement sent by e-mail to finance department and parents _____

To be filled out by the principal:

Date request received: _____

Excused: Yes No (circle one and initial): _____