



COVENANT
CHRISTIAN ACADEMY

Pre-Arranged Absence Form

Please complete the first page of this form **at least 7 days** prior to the planned absence and return it to the Dean of Students to review. **After it has been signed by the Dean of Students, the student needs to take the form to each of their teachers for a signature.** After signatures are collected, please return the form to the Dean of Students. Please refer to the Parent Student Handbook p. 22 for additional information on the pre-arranged absence policy.

An **EXCUSED ABSENCE** includes:

- Documented illness or injury
- College visit
- Co-curricular- Athletics or Fine Arts
- Major religious observances
- Family wedding
- Bereavement/family funeral
- Extraordinary family circumstances
(excused at the discretion of the Dean of Academics)

An **UNEXCUSED ABSENCE*** includes:

- Repetitive absence or tardiness due to illness or injury not documented by a doctor
- Family trips or vacations
- Non-emergency family situations
- Truancy & skipping classes

* See back page for Academic Consequences

Student Name: _____

Date: _____

Reason for Absence:

- | | |
|--|---|
| <input type="checkbox"/> Documented illness or injury | <input type="checkbox"/> Family wedding |
| <input type="checkbox"/> College visit | <input type="checkbox"/> Bereavement/family funeral |
| <input type="checkbox"/> Co-curricular- Athletics or Fine Arts | <input type="checkbox"/> Extraordinary family circumstances |
| <input type="checkbox"/> Major religious observances | <input type="checkbox"/> Other |

Please provide details about the Reason for Absence: _____

Date(s) of Absence: _____

Parent/Guardian Approval- please sign this form indicating your approval and permission of your child's absence and his/her knowledge of responsibilities for make-up work or academic penalties.

Signature of Parent/Guardian: _____

USLR Dean of Students Signature: _____ Date: _____

Excused: _____

Unexcused: _____

Academic Consequences for Unexcused Absences

Academic penalties will be assessed for any work due during an unexcused absence. Homework, quizzes and in-class work will receive a "0"; Tests and papers (major assignments) will receive a 10% penalty for each school day they are not submitted after a student returns to school. For example, a test taken on the day the student returns to school will receive a 10% penalty; if it is taken the second day then it will receive a 20% penalty, and so on. It will be the student's responsibility to get all class work for the day missed and to turn in these assignments on the assignment's original due date or receive a grade reduction as prescribed by the *Make up Work Policy* (p. 17, Parent Student Handbook).

Teacher Approval (for the student to collect)

Initials in the blank indicate that the teacher is aware of the impending absence and the status of that absence (excused/unexcused). If the absence is excused, the teacher will work with the student on how to work in advance or make-up homework and assessments. If the absence is unexcused, the teacher will make a note of it and levy the appropriate academic penalties.

Please Note- Signatures are required only for classes you will miss on the day(s) requested. Please check your schedule!

1 _____
2 _____
3 _____
4 _____

5 _____
6 _____
7 _____

Return this form to the Dean of Students' Office: _____ Date Received: _____