



CALVARY CHRISTIAN ACADEMY

Planned Absence Approval Form

To be considered for an excused absence, students must get prior approval from the Principal and Attendance Clerk. Please complete this form and attain signatures from teachers acknowledging the absence. As per the Student Handbook, our absence policy is as follows: **Excessive Absences**; On the **tenth** absence for any reason the student will receive a grade of “no credit” in class for the semester and will require the student to repeat the same class at parent expense. This count includes all absences (including missing school camp, approved family trips, illness, etc).

Student's Name _____ Grade _____

Date(s) of expected absence _____

Reason for absence

Parent Signature: _____ Date: _____ Phone: _____

Teachers please sign below acknowledging that you are aware of the planned absence

Teachers Name _____ Teacher's Signature _____ Period # _____

Teachers Name _____ Teacher's Signature _____ Period # _____

Teachers Name _____ Teacher's Signature _____ Period # _____

Teachers Name _____ Teacher's Signature _____ Period # _____

Teachers Name _____ Teacher's Signature _____ Period # _____

Teachers Name _____ Teacher's Signature _____ Period # _____

Teachers Name _____ Teacher's Signature _____ Period # _____

Teachers Name _____ Teacher's Signature _____ Period # _____

FOR OFFICIAL USE ONLY

Date Received _____

Attendance Clerk Authorization
 Approved Denied Initial _____

Administrator Authorization
 Approved Denied Initial _____

Revised 7/02/19 RS