

# TYNDALE CHRISTIAN ACADEMY

## PRE-ARRANGED ABSENCE: Kindergarten - 5<sup>th</sup> Grade

### STEP 1: PARENT INITIATION

TODAY'S DATE \_\_\_\_\_

Student Name \_\_\_\_\_ Grade/Teacher \_\_\_\_\_

Dates requesting \_\_\_\_\_

(MUST HAVE A ONE WEEK NOTICE)

Reason \_\_\_\_\_

### PLEASE NOTE

- 1) Please check the **student handbook** regarding what constitutes excused/unexcused absences.
- 2) All work that is given in advance by the teachers is due the **FIRST** day of the student's return.
- 3) Students should be ready to take tests missed during absences on their **FIRST** day of return.
- 4) Parents are strongly encouraged to aid their student in studies during their absence or to seek tutoring.
- 5) Please understand that due to time restraints the classroom teacher is unable to re-teach material missed for pre-arranged absences.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

### STEP 2: PARENT RESPONSIBILITY

Parents, please sign this form and return to your student's teacher **at least one week in advance** to provide them with sufficient notice to prepare class work for your child to complete.

### STEP 3: TEACHER REVIEW

Attendance \_\_\_\_\_

Teacher Comments: \_\_\_\_\_

Teacher's Signature: \_\_\_\_\_ Date \_\_\_\_\_

### STEP 3: OFFICE REVIEW

Approved – May make up assignments

Unapproved – May make up assignments

\_\_\_\_\_  
Date \_\_\_\_\_

PRINCIPAL'S SIGNATURE

