

Christian Life Academy Pre-Arranged Absence

Since the school calendar allows times for vacations, it is strongly encouraged, whenever possible, to arrange vacations to coincide with the school's vacation time. If a student is preparing to be absent from school due to family related matters (vacations, church sponsored retreats, etc.) for two or more days, this form must be completed by the parent(s) and student(s) and submit it to the office **at least two weeks in advance**. Unless otherwise specified by the teacher, all work will be due upon the student's return to school. In accordance with the CLA handbook, any missed tests/exams will be taken upon the student's return to school. If there is no pre-arranged absence form on file, students may not be permitted to make up missed work. **Note: teachers may not be able to provide all assignments prior to departure. Students are still responsible for asking for/obtaining any work they may have missed while absent from school.**

**Parent: please fill out the portion below.**

Date \_\_\_\_\_

Student \_\_\_\_\_ Grade \_\_\_\_\_

Parent \_\_\_\_\_ Date \_\_\_\_\_

Dates of absence \_\_\_\_\_

Reason for absence \_\_\_\_\_

**Student: Please ask EACH of your teacher's to fill out and sign the portion below.**

**Teachers: If you have the student for more than one class, please list assignments for all classes, using the back if necessary.**

Teacher's Signature \_\_\_\_\_

Assignments (if available)

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\*To the parent and student: Students are responsible for obtaining, completing, and submitting all work missed during their absence. Please note excessive absences may have a negative impact on final grades. The signatures below verifies we have taken note of assignments required and any notes written by the teacher.

Student signature \_\_\_\_\_

Parent signature \_\_\_\_\_