

# First Assembly Christian School

## Grades JrK – 6

### Pre-Excused Absence Request

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The student/parent handbook indicates that extended absences (planned absences for 3 or more days) may be pre-excused if approved in advance. Please submit this request to your teacher at least two weeks prior to any planned absence, so that the principal has adequate time to approve it. Homework for absences should be arranged through your child's teacher ahead of time.

Student's Name \_\_\_\_\_ Teacher \_\_\_\_\_

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

\_\_\_\_\_

Date of absence \_\_\_\_\_ Today's Date \_\_\_\_\_

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

Parent's e-mail address \_\_\_\_\_

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Principal's Approval \_\_\_\_\_ Date \_\_\_\_\_

Assignments and make-up work will be completed by the following date \_\_\_\_\_