

Loudonville Christian School Prearranged Absence Request Grades K-6

Students should obtain this form one week in advance of anticipated absence and return it to the Principal at least three days in advance. It must be approved by the Principal and signed by the student, parent, and grade level teacher. Students are responsible for all assignments and tests missed.

- **Excused absences:** school sponsored field trips, funerals, planned surgery
- **Unexcused absences:** family trips, vacations, etc.

Please keep in mind that absences from each period class as well as daily absences are required to be recorded.

HOME

Student: _____ Grade _____

Date of Absence: _____

Reason for Absence: _____

Loudonville Christian School Sponsored Event _____

Parent: _____ Date: _____

SCHOOL OFFICIAL SIGNATURES

Teacher: _____ Date: _____

Principal: _____ Date: _____

OFFICE USE:
Returned to Teacher _____
Filed _____