



Anchorage Christian Schools

Preschool • Elementary • Junior High • Senior High • Learning Center

Pre-Excused Absence Form

Must be completed and turned in to the school office five school days in advance.
Failure to complete this form MAY cause grade point deduction in grades 7-12.

We do not take lightly a student's absence from school for two reasons:

1. Most students cannot miss school and not be detrimentally affected.
2. Unnecessary absences add a great deal to the work load of the teachers and staff.

If you find it necessary, however, for your student to miss for any reason other than the excused reasons listed in the handbook, be sure this form is completed in advance. It becomes the responsibility of the parent/guardian to see that your child does his/her homework as explained below.

- Any daily work which the teacher can give the student in advance must either be turned in BEFORE the absence or UPON THE FIRST DAY OF RETURN, depending upon the teacher's instructions. Otherwise, it will be considered late homework.
- If the student missed any tests or quizzes during the absence, he/she MAY be required to take these upon the first day of return. The student must make arrangements with the teacher to make up these tests and quizzes.

Detach and return form below to the school office.

Student Name: _____ Grade: _____

Dates of Absence: from ___/___/___ to ___/___/___

Reason for Absence: _____

Parent's Signature: _____

Subject and Teacher's Initials:

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| • Period 1 _____ | • Period 5 _____ |
| • Period 2 _____ | • Period 6 _____ |
| • Period 3 _____ | • Period 7 _____ |
| • Period 4 _____ | |