

ELEMENTARY PRE-EXCUSED ABSENCES

*Must be completed *five* days in advance and turned in to the school office.

Anchorage Christian Schools appreciates the cooperation of the students' parents in maintaining consistent, daily attendance in school. It is recognized that the school does not have the authority tell parents when and for what reasons they may take their children out of school. At the same time, parents must recognize that most students who miss school are detrimentally affected and whenever a child is absent, an extra burden is placed on the teacher to help the child catch up his/her work when the child returns. We will, therefore, ask parental cooperation in the following procedures.

If a student knows he/she is going to be absent from classes, he/she must use this form stating the reason for the absence. The form **MUST** be turned into the office. The office will notify the teacher. Students will be responsible for the content of daily lessons during the absence. Teachers can email lessons while a student is absent IF requested by the parent. Students will make up work, tests, quizzes, papers and projects upon returning to school. Students will be given a total number of days to complete assignments equal to the number of days absent plus one. If an absence occurs at the end of the first or third quarter, an incomplete "I" will be given until the work is made up. If an absence occurs at the end of the second or fourth quarter, the work cannot be made up and must be completed prior to the absence. Grades are closed at the end of the semester.

PRE-EXCUSED ABSENCE FORM

TODAY'S DATE: _____

STUDENT: _____

TEACHER: _____

DATES YOU WILL BE ABSENT FROM SCHOOL:

REASON FOR ABSENCE: _____
