



# Anchorage Christian Schools

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

## Pre- Excused Absence Form

Must be completed 5 school days in advance and turned in to the school office.  
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 who miss school are detrimentally affected.
2. Unnecessary absences add a great deal to the workload 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.

- 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.

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Detach and return form below to the school office.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Dates of Absence: from \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_      **Request Assignments** \_\_\_\_\_

Reason for Absence:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

Subject and Teacher's Initials:

- Period 1 \_\_\_\_\_
- Period 2 \_\_\_\_\_
- Period 3 \_\_\_\_\_
- Period 4 \_\_\_\_\_
- Period 5 \_\_\_\_\_
- Period 6 \_\_\_\_\_
- Period 7 \_\_\_\_\_
- High School Office \_\_\_\_\_