

CEDAR PARK CHRISTIAN SCHOOL

PRE-ARRANGED ABSENCE FORM

Student name: _____ Grade: _____

Date(s) of pre-arranged absence: _____

Reason for absence: _____

NOTE: The student is responsible to get assignments from each teacher and to turn them in by the assigned due date. Assigned work must be completed in advance unless other arrangements have been made with the individual teacher. If teachers receive less than one week's notice, they are under no obligation to accept work due, or give credit for tests assigned during the absence. A student will receive credit for what is done during the absence, but no extra time will be given to accommodate vacations. Incompletes will be given only for extended illness. (There is no reduction in tuition for holidays, vacations, illnesses or absences.)

Please complete and sign this form and return to the office no later than one week prior to the absence.

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| | | |
| Parent signature | Date | Student signature |

| CLASS | TEACHER'S SIGNATURE | PER. | ASSIGNMENTS | DUE DATE |
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| FOR OFFICE USE ONLY: mswc:prearrng | App. _____ | Ver. _____ | Date submitted: _____ |
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