



Family Last Name: _____ Student Name: _____ Grade _____

TACOMA CHRISTIAN ACADEMY PRE-ARRANGED ABSENCE FORM
(family vacations, extended medical leave, funerals)

Absences due to family trips are **STRONGLY DISCOURAGED**. Such absences should not exceed **FIVE** days per school year. The principal will deal with emergency circumstances on an individual basis. Pre-arranged absences must be arranged at least three (3) days in advance. It is the student's responsibility to take the initiative in arranging with the teacher for completing any make-up, either before the trip or within the time established by the teacher after the trip. Teachers may designate such make-up to occur before or after school or during the student's lunch period.

Generally, students must be in good academic standing with a consistent attendance record before an excused absence will be approved by the principal. Students must receive homework prior to their pre-arranged absence and have all work completed upon return to school. In case of non-completion, teacher will apply consequences similar to those described in "Consequences for the Unapproved Absence". It is the student's responsibility to approach their teachers for homework assignments. This prearranged absence form must be shown to teachers by the student, signed by a parent and principal. Submission of the pre-arranged absence form **does not** guarantee automatic approval and is subject to the decision of the principal and department leader.

Consequences for Absences:

A student may jeopardize high school course credit (9-12 gr.) or receive an incomplete grade (K4/K5-8 gr.) if absent more than 15 days during the academic year, unless a major illness or other family emergencies have resulted in an extended absence. If a student falls behind due to prolonged illness, their work should be made up within two weeks after returning back to school.

Consequences for Unapproved Absence:

Secondary students who have been truant or suspended or otherwise improperly absent from school need to make up work due in that class for the day of absence. The make-up assignments may be penalized by the subject teacher up to 30% per late day.

PERIOD	SUBJECT	TEACHER	CURRENT GRADE	COMMENTS
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
4	_____	_____	_____	_____
5	_____	_____	_____	_____
6	_____	_____	_____	_____

Teachers: The Student is responsible for all make-up work. Please sign the form to indicate that you are aware of the pre-arranged absence. Please feel free to write any comments.

>> **Signature of Homeroom Teacher** _____

Student: Have teachers sign-off below before taking home for parent signature!

Parents: All Pre-Arranged absences should be signed by teachers and parents and returned to the office **THREE DAYS PRIOR TO DEPARTURE**. **Note, the above absences may affect your son/daughter's grades and credits even though this absence is pre-arranged.**

>> **Signature of Parent/Guardian** _____ **Date:** _____

DATES OF ABSENCE: _____ **TOTAL SCHOOL DAYS MISSED:** _____

REASON: _____

<i>This box for administrator use only</i>	
Approved <input type="checkbox"/>	Unapproved <input type="checkbox"/>
Signature of Principal _____	