



CENTRAL VIRGINIA CHRISTIAN SCHOOL

STUDENT PLANNED ABSENCE APPROVAL FORM

Must be completed TWO WEEKS prior to planned absence.

This form is provided to ensure that teachers are informed of planned student absences. The school does not endorse these absences, but we recognize that there are times when families make the choice to have their children out of school for special events and circumstances. It is important that the students take the responsibility to inform their teachers about these plans at least **TWO WEEKS in advance**.

An assignment routing form will be given to the student upon approval of the planned absence. The routing form should be used to record make-up work and due dates.

STUDENT NAME: _____
PARENT/GUARDIAN SIGNATURE _____ DATE: _____
STUDENT SIGNATURE: _____ DATE: _____
REASON FOR ABSENCE: _____

DATES OF ABSENCE: From _____ to _____

Approval is granted as long as the student has not exceeded the five day maximum for planned absences and the form was submitted at least two weeks in advance of the planned absence.

DATE FORM RECEIVED TO OFFICE: _____

APPROVED BY ADMINISTRATOR: _____ **DATE:** _____

COMMENTS: _____

_____ Teacher Initials _____ Teacher Initials _____ Teacher Initials
_____ Teacher Initials _____ Teacher Initials _____ Teacher Initials

(MS must have all teachers initial; K-4 requires on one teacher initials; Grade 5 needs two teacher initials)

Upon Administrator approval, the student is required to present this form to each of his/her teachers and return the form to the Office. The assignment routing form will be given to the student at that time.