Cornerstone Baptist Academy

Pre-Planned Absence Form

*A minimum of **5 school days** must be given to the school prior to absence.*

Name of Student: _____ Date Submitted: _____

Grade: _____ Dates(s) of Absence: _____

Reason for Absence: _____

Total number of days requested to be absent: _____ Parent Signature: _____

Please present this request to the school office. Your signature indicates your agreement to make sure your child completes the assignments within the appropriate dates. Once the request is approved, it will be returned to your child to circulate to the teachers.

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As a reminder, below is the pre-planned absence guidelines from the *Parent and Student Handbook*, pages 10-11.

Pre-planned Absences

Absences which are appropriately pre-arranged are excused. These are limited to the following:

- *Vacations with parent/guardian. Maximum of five days per school year.*
- *Youth retreats with church group. Maximum of five days per school year.*
- *College visits (grades 10-12). Maximum of five days per year for the purpose of considering attending the college.*
- *Church/school related conferences where the student accompanies his parent.*

1. *Pre-Planned Absence Request form must be completed and submitted to the school office a minimum of five (5) school days before the absence is to occur. The request will be reviewed and acted upon within one school day.*
2. *All students leaving for pre-planned absences must turn in all assignments the day the student returns from the absence. The students will have 1 school day per day out to complete assessments (the day the student returns is day 1).*
3. *No pre-planned absences will be excused during standardized testing.*

Period	Subject	Comments	Teacher Initials	Student Initials
1				
2				
3				
4				
5				
6				
7				

Teacher's initials represent acknowledgement of dates of the absence.
Student's initials indicate receiving of assignments to be completed.

____ Approved Principal's Signature: _____ Date: _____

The completed form is to be returned to the school office.