



CHRISTIAN ACADEMY SPECIAL ABSENCE REQUEST

If special absence is approved the days missed will be counted as **Absent Excused (AE)** in Renweb (FACTS). These days will be calculated into the total days missed for the year.

It is the responsibility of the student and parents to secure the class assignments for the time of the absence. After an absence, students should complete the assignments within a reasonable amount of time as determined by the teacher. Any work not completed will result in a grade of "0".

Students in grades K-5 are to see their teacher for assignments prior to the absence. Students in grades 6-12 are to communicate with his/her teacher prior to absence and check Renweb (FACTS) for any class work and assignments due.

*This form is to be returned to the school **prior** to your child's absence.

Student's Name _____ Grade _____

Dates requested for absence: _____

Reason for special request: _____

Homeroom Teacher's Name _____

Parent/Guardian Signature _____

Date _____

Administration Approval by: _____

Date: _____