

Bethel Christian Academy

Pre-Approved Absence

6th - 12th grade

This form is for parents who feel they would like to have their child (K-12) excused for a special planned absence. Students are permitted five pre-approved absences if in good standing academically. This request should be received for consideration at least 2 days in advance. If approved, the student is responsible for getting the assignments they will miss and making up all assignments.

Only 5 pre-approved absences are allowed per year

Today's Date _____ Date(s) of Absence _____

Students Name _____

Teacher _____ Grade _____

Reason for Pre-Approved Absence:

Parent Signature _____

OFFICE USE ONLY

| | Subject | Teacher Signature |
|--------|---------|-------------------|
| Period | 1 | |
| Period | 2 | |
| Period | 3 | |
| Period | 4 | |

| | Subject | Teacher Signature |
|--------|---------|-------------------|
| Period | 5 | |
| Period | 6 | |
| Period | 7 | |
| | | |

Principal's Signature _____

Approved

Not
Approved

Students receiving pre-approved absences will not be required to serve detentions for days missed. However, the combination of excused and unexcused absences should not exceed 26 or will result in retention in the current grade.