

# CCS PRE-ARRANGED ABSENCE FORM - Secondary

Completion of this form does not guarantee the absence(s) will be excused.

Student Name: \_\_\_\_\_ Home Phone # \_\_\_\_\_

Date(s) Absent: \_\_\_\_\_  All Day  Late--Approx. Time In: \_\_\_\_\_  Sign Out Time: \_\_\_\_\_

1. The student must obtain all assignments from the teachers to cover periods of absence, and turn in completed assignments on the first day of return to class. In some cases, such work may be completed in advance. The student should assume the responsibility for promptly completing work.
2. This form must be returned and approved by the Attendance Office after teachers have reviewed and signed the request. The form must be submitted no later than two (2) school days **before** the absence date(s) or the absence will be unexcused.
3. Students who accumulate more than five (5) days of absences per semester (excused or unexcused) will be placed on **Attendance Watch List** which will require formal documentation such as medical notes or court papers for any additional absences to be excused. An unexcused absence may require the student to complete an alternative assignment, and/or participate in another academic intervention.

Reason for absence:  College Visit  Medical Appointment  Dental/Ortho Appointment  
 Court  Funeral  Vacation/Family Trip  Other (reason): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Student Signature: \_\_\_\_\_

Subject	Teacher Signature	Homework/Comments
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Teachers should attach additional pages as needed.)

ATTENDANCE PHONE # 979-830-0991

Administrator Signature \_\_\_\_\_ Date received \_\_\_\_\_

**To ensure Citadel Christian School students are following the proper procedures, please follow the policy as outlined in the CCS Parent-Student Handbook.**

When it is necessary for a student to be absent a full or partial day for reasons such as medical/dental appointments, court, or family vacations, a prearranged absence form should be picked up in the office at least two school days in advance. This form can also be downloaded at [www.citadelchristian.org](http://www.citadelchristian.org). Only students with approved prearranged absences will receive an excused absence for each class missed. If the form is not approved or not returned to the office, the student will receive an unexcused absence for each class missed. A student who is approved for a partial day of absence must sign in or out at the office. All schoolwork given in advance is due upon return to class.

### Attendance... Every Day Matters!

- National research shows a clear connection between chronic student absenteeism and poor performance in school and on standardized tests.
- Missing just 2 days a month means a student misses 10% of the school year.
- Poor attendance in the first month of school can predict chronic absence for the entire school year.