

CCS PRE-ARRANGED ABSENCE FORM - Elementary

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. Obtain all assignments from the teachers to cover periods of absence. Turn in completed assignments on the first day of return to class. In some cases, such work may be completed in advance. Parents, please see that your child promptly completes assigned 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: Medical Appointment Dental/Ortho Appointment
 Court Funeral Vacation/Family Trip Other (reason): _____

Parent Signature: _____

Assignments/Homework	Comments
_____	_____
_____	_____
_____	_____

Teacher Signature: _____ (Teachers should attach additional pages as needed.)

Teacher Signature: _____

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. 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 be signed 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.