

CCS Pre-Planned Family Absence
Approval Form
Excused Absence Request for Pre-Planned Family Absence

Today's Date: _____
Request should be initiated one week prior to anticipated absence.

Student Name (please print)

Student Grade

NOTE: Students may have up to TWO excused absences per school year that are pre-planned family absences. For these to be excused as pre-planned family absences, a "PRE-PLANNED FAMILY ABSENCE APPROVAL" form must be obtained from the CCS Online Handbook (Appendix) *before* the absence occurs.

The procedure for the "Pre-Planned Family Absence Approval Form" is as follows:

- 1) The student should obtain a "Pre-Planned Family Absence Approval Form" from the CCS Handbook located on the website.
- 2) The student brings the "Pre-Planned Family Absence Approval Form" to each teacher for his/her comments and signatures.
- 3) The student brings the "Pre-Planned Family Absence Approval Form" to the parents for signature acknowledging the information and suggestions shared by the teachers.
- 4) The student returns the completed "Pre-Planned Family Absence Approval Form" to the office.
- 5) If necessary, a call home may be made by the administration.

Information on Requested Absence(s)

Reason for Absence	Day	Date

As a parent of the student named above, I am aware of the school policies with regards to college visits (see Handbook) and have read the "Recommendation / Make-Up Plan" on the back of this page and accept responsibility for the absence and the make-up work associated with it.

Parent Signature

Date

This pre-approval process serves a two essential purposes:

- a) Advance notice for the school regarding the absence.
- b) Advance notice for the student regarding the instructional material that will be missed and any assignments that should be completed.

Students who have low achievement, assignments missing, or excessive absences may have their request to excuse the absence refused. The absence taken without approval will be considered unexcused and make-up work will not be allowed.

If these procedures are followed, then the requested "pre-planned family absence days" will be counted as "excused" and all work may be made up according to the policies regarding excused absences. The administration reserves the right to excuse additional pre-planned family absence days beyond the first two.

RECOMMENDATION / MAKE-UP PLAN

Math: Grade _____ Teacher Initials: _____ Date: _____

___ Recommended w/o Reservation ___ Have Reservations ___ Not Recommended

English: Grade _____ Teacher Initials: _____ Date: _____

___ Recommended w/o Reservation ___ Have Reservations ___ Not Recommended

History: Grade _____ Teacher Initials: _____ Date: _____

___ Recommended w/o Reservation ___ Have Reservations ___ Not Recommended

Science: Grade _____ Teacher Initials: _____ Date: _____

___ Recommended w/o Reservation ___ Have Reservations ___ Not Recommended

Bible: Grade _____ Teacher Initials: _____ Date: _____

___ Recommended w/o Reservation ___ Have Reservations ___ Not Recommended

Foreign Language: Grade _____ Teacher Initials: _____ Date: _____

___ Recommended w/o Reservation ___ Have Reservations ___ Not Recommended

Other: Grade _____ Teacher Initials: _____ Date: _____

___ Recommended w/o Reservation ___ Have Reservations ___ Not Recommended