



ARRANGED ABSENCE REQUEST FORM

COLLEGEDALE ACADEMY

1. STUDENT

I, _____, am requesting permission from the Leadership Team to be absent from school on the following school days:

from _____ to _____.

for the following reason:

Parent/Guardian Signature _____

SUBMITTED TO LEADERSHIP TEAM FOLDER ON: _____ **Date**

All requests should be submitted for LEADERSHIP TEAM by Monday @ 10 AM BEFORE the absence takes place.

PLEASE NOTE:

- School sponsored trips are the **ONLY** trips that will not count against perfect attendance. Other approved absences will be considered excused, but will count against perfect attendance.
- Students requesting days off for trips with non-family members are rarely excused.
- If a student has low grades, the Leadership Team will often recommend that the student stay in school.
- **All work must be turned in when the student returns to school unless other arrangements are made by the teacher.**

2. TEACHERS

Please indicate the student's current grade and the deadline for make-up work. **Your comments will be helpful to the Administrative Council.**

Class	Current Grade	Teachers' Recommendations	Deadline for Make-up Work	Teacher Signature

3. Absences Excused _____ **Absences Unexcused** _____

Faculty Signature _____ **Date** _____