

Cross lanes Christian School ATTENDANCE/ABSENCE RECORD

(304) 776-5020

Office Use: <input type="checkbox"/> Excused <input type="checkbox"/> Unexcused
Official

STUDENT NAME: _____ STUDENT GRADE: _____

DATE(s): _____ TIME IN _____ TIME OUT: _____

The administration will determine whether an absence is excused or unexcused according to the guidelines set forth in the Student-Parent Handbook. Unexcused absences invoke academic and disciplinary consequences. Please refer to the Student-Parent Handbook.

- I. Absence from school-reason: (Please check appropriate reason)
- | | | |
|--|-----------------------------------|---|
| <input type="checkbox"/> Allergy symptom | <input type="checkbox"/> Diarrhea | <input type="checkbox"/> Communicable disease |
| <input type="checkbox"/> Respiratory infection | <input type="checkbox"/> Vomiting | <input type="checkbox"/> Death in family |
| <input type="checkbox"/> Sinus infection | <input type="checkbox"/> Fever | <input type="checkbox"/> Other: _____ |

- II. Early dismissal from school request: (Please check appropriate reason) Appointment Time: _____
- | | |
|---|------------------------|
| <input type="checkbox"/> Dentist appointment | Name of Dr. _____ |
| <input type="checkbox"/> Doctor appointment | Name of Dr. _____ |
| <input type="checkbox"/> Orthodontist appointment | Name of Dr. _____ |
| <input type="checkbox"/> Hospital admittance | Name of Hospital _____ |
| <input type="checkbox"/> Funeral | |
| <input type="checkbox"/> Other (describe) _____ | |

II. Tardy/Late-to-school: The above-names student was tardy-to-school (arrived after the 8:15am bell) for the following reason(s): _____

IV. Special absence request: (Responsibility for absence.)
This is a request for special permission for absence from school for such things as family trips, college visit, etc. Reason for absence: _____

I, hereby, accept full responsibility for my child's absence, realizing that it will interrupt his regular instructional program. I agree not to hold the school responsible for his academic progress. I agree to take all necessary steps to make arrangements for the completion of all work missed.

_____ Father	or	_____ DATE
_____ Mother	or	_____ DATE
_____ Guardian		_____ DATE