



# Cross Lanes Christian School

## PLANNED STUDENT ABSENCE REQUEST:

Permission should be requested in writing to the Administrator at least one week prior to the absence. Students must complete a Pre-planned absence form prior to the parent sanctioned trip. It is recommended that students going on extra-curricular trips complete a Planned Student Absence Request form to properly prepare to return to classes. The general rule of 1:1 day of preparation during an absence does not apply to school sponsored extra-curricular trips.

**Student's Name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_ **Date of Request:** \_\_\_\_\_

**Date(s) of absence:** \_\_\_\_\_ **Reason for Absence(s):** \_\_\_\_\_

<b>Class Period:</b>	<b>Assignments</b>
<b>Period 1</b> Class: _____ <b>Teacher's Initials:</b> _____	
<b>Period 2</b> Class: _____ <b>Teacher's Initials:</b> _____	
<b>Period 3</b> Class: _____ <b>Teacher's Initials:</b> _____	
<b>Period 4</b> Class: _____ <b>Teacher's Initials:</b> _____	
<b>Period 5</b> Class: _____ <b>Teacher's Initials:</b> _____	
<b>Period 6</b> Class: _____ <b>Teacher's Initials:</b> _____	
<b>Period 7</b> Class: _____ <b>Teacher's Initials:</b> _____	

\*This completed form must be returned to the office for Administrative approval 3 days prior to the first day of absence

\*Administrative Approval: \_\_\_\_\_ Date; \_\_\_\_\_

Copy to file and to student