



# 3.13 CHRISTIAN COMMUNITY SCHOOL STUDENT ABSENCE REQUEST FORM



For Office Use 3.13

Approved\_\_\_\_ Attendance entered into RenWeb\_\_\_\_ Copies to Listed Teachers\_\_\_\_  
Digital copy in Renweb profile\_\_\_\_ Notify Family via Parent Square\_\_\_\_ AU/AE\_\_\_\_

- Must be submitted at least 14 days before requested absence
- It is the student's or parent's responsibility to follow up with teachers to acquire work that will be missed and complete that work, to be turned in the **first** day back from absence.

**Today's Date:** \_\_\_\_\_

**School Days (dates) To Be Missed:** \_\_\_\_\_

**Student(s) Name(s) & Grade Level(s)**

\_\_\_\_\_

**Reason For Student's Absence:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Teachers' name(s) who have been notified:**  
(please notify teachers before turning in this request)

1)\_\_\_\_\_ 2)\_\_\_\_\_ 3)\_\_\_\_\_

4)\_\_\_\_\_ 5)\_\_\_\_\_ 6)\_\_\_\_\_

**Parent Name:** \_\_\_\_\_

**Phone:**\_\_\_\_\_ **Email:** \_\_\_\_\_

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Office Manager / Principal**

**Date:**\_\_\_\_\_