



3.13 CHRISTIAN COMMUNITY SCHOOL STUDENT ABSENCE REQUEST FORM



For Office Use 3.13

Approved <input type="checkbox"/>	Attendance entered into RenWeb <input type="checkbox"/>	Copies to Listed Teachers <input type="checkbox"/>
Digital copy in Renweb profile <input type="checkbox"/>		
Notify Family via Parent Square <input type="checkbox"/>		
AU/AE <input type="checkbox"/>		

- 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: _____