



PRE-ARRANGED ABSENCE REQUEST FORM

The expectation of Wesley Christian Academy is that all students will be in attendance each day of the school year. When parents sincerely believe that an absence is necessary, they should ask for a pre-arranged absence form. Pre-arranged absences must be approved by the administration. Any student with more than 10 absences per semester can be retained in their current grade. Please refer to Parent/Student Handbook.

MUST HAVE SIGNED APPROVAL FROM PRINCIPAL

My child _____, will not be in school

on these date's _____. Child's teacher: _____

Reason: _____

Parent Signature: _____

Date: _____

Principal Signature: _____

Date: _____

Teachers, when this form is signed by a principal you can give homework to the above student for the dates they will miss your class.

Teacher: _____

Assignments: _____

- Missed assignments and tests must be made up as soon as possible upon returning to school. Generally, students will be allowed one (1) day for each one (1) day absence to get homework turned in and tests taken. Example: A student misses (5) days of school (Monday-Friday). When he/she returns to school the following Monday, the work for the previous Monday is due the second day back to school, Tuesday. Tuesday's work is due on Wednesday, and so on.