



Prearranged 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. In elementary/middle school any student with more than 10 absences per semester can be retained in their current grade. For VPK students: those who attend 5-day classes can miss 36 days per school year and 3-day classes can miss 20 days per school year before potentially losing their VPK voucher. Those students who lose their voucher will become 'self-pay' for the rest of the school year. Please refer to the Parent/Student Handbook. **MUST HAVE SIGNED APPROVAL FROM PRINCIPAL/DIRECTOR.**

Student Name: _____ Grade: _____

Date(s) Absent: _____

Reason for absence:

Travel

Death in the family

Extended Health Issue

Other (must provide details)

Provided details:

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.

Parent Name: _____

Parent Signature: _____

Date Request Submitted: _____

Official Use Only

Principal Signature

Date Approved

Teacher Sent Pre-Arranged Assignments List to Parent via ParentSquare

Date Work was Sent



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