

**HERITAGE CHRISTIAN SCHOOL**  
**Request For Pre-Arranged Absence Form**

**Directions:** Parents who know in advance that their children will be absent and wish to have the absence excused as a pre-arranged absence must notify the administrator and the teacher(s) three (3) days in advance of the anticipated absence(s). The teacher will determine what work can be made up and when the work is due. For planned absences of three or more days, the student must obtain make-up work at least three (3) days in advance of the absences. **Complete and submit this form to the administrator for approval prior to the planned absences.**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Reason for Absence: \_\_\_\_\_

Date(s) of Absence: \_\_\_\_\_

Parent/Guardian's Signature

Date

**(Office Use Only)**

**Teacher's Dispensation**

Elementary teachers only:

Indicate excused or unexcused by period and initial.

Excused                      Signature: \_\_\_\_\_  
 Unexcused

Secondary teachers only:

Indicate by period excused or unexcused and initial.

<b>Period</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
Excused	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unexcused	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Administrator's Dispensation**

\_\_\_\_\_ Excused                      \_\_\_\_\_ Unexcused

Administrator's Signature

Date