

# Delmarva *Christian* Schools

## Pre-Arranged Absence

Parents are encouraged to make every effort to schedule activities at times that do not interfere with instructional time. However, if the absence is unavoidable, the following must be followed:

1. A parent/guardian must call the school to verify the request.
2. A Pre-Arranged Absence form must be picked up in the main office.
3. The form must be signed by the parent/guardian and all of the student's teachers.
4. Students assume full responsibility for all missed class assignments. Days missed will be recorded as excused absences counting toward the 7-day absence policy. All assignments given to the students during the pre-arranged absence are due on the day designated by his/her teachers. The time and place of any make-up sessions shall be established at the initiative of the student and at the convenience of the teacher. Assignments not completed on time will not be awarded credit.

Dates of Absence: From \_\_\_\_\_ To \_\_\_\_\_

Destination: \_\_\_\_\_

Purpose of Absence: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Subject**

**Teacher  
Approval**

**Assignments**

Principal's Signature: \_\_\_\_\_ Date \_\_\_\_\_