

Wake Christian Academy Elementary
Absence Planned in Advance Notice

_____ requested to be absent from school on the
Student's Name

following date(s) _____ for the following reason:

Parent Signature

This form must be signed by the teacher and forwarded to the principal for approval
THREE SCHOOL DAYS BEFORE the absence.

The work that will be missed during the absence must be made up before or after the
absence at the discretion of the teacher.

TEACHER'S ASSIGNMENTS/COMMENTS:

Teacher Signature

*PLEASE NOTE in the student handbook that UNEXCUSED absences will result in a ten-
point deduction for any graded assignments missed.

APPROVED: _____	DATE ISSUED: _____
**UNEXCUSED: _____	GRADE: _____