

# BELLEVUE CHRISTIAN SCHOOL PLANNED ABSENCE FORM

We strongly encourage families to use the established breaks on the BCS Calendar for vacations and mission trips. It is impossible for a student to fully make up the experience of being in school. Some assignments may be completed, preferably in advance, of any school days missed.

NAME: \_\_\_\_\_

DATES ABSENT \_\_\_\_\_

**REQUIREMENTS:**

1. Complete the top portion of this form.
2. Have all your teachers sign it, even if there is no homework assigned.
3. Have your parents sign it.
4. **BRING IT TO THE OFFICE TO BE SIGNED BY AN ADMINISTRATOR. THE OFFICE WILL MAKE A COPY FOR ATTENDANCE RECORDS.**
5. ***STUDENT KEEPS ORIGINAL BLUE FORM.***

By signing this form the parent/guardian has requested that the above mentioned student be allowed to not attend school on the above mentioned date(s) for the following reason:

\_\_\_\_\_

\_\_\_\_\_

Teachers: Please write the assignments in the space provided for your class period and include due dates and any additional information/suggestions the student may need.

PERIOD	ASSIGNMENT	TEACHER SIGNATURE
1		
2		
3		
4		
5		
6		
7		
8		

Please review the Planned Absence Policy printed on the reverse side of this sheet. I am aware that it is my student's responsibility to complete the work required.

**FAILURE TO COMPLY WITH THE POLICY WILL RESULT IN AN UNEXCUSED ABSENCE**

**PARENTS:**  
TURN FORM OVER  
FILL OUT AND SIGN

\_\_\_\_\_  
**ADMINISTRATOR SIGNATURE**

Besides this planned absence, how many other days do you anticipate missing during the semester?

Mission Trips \_\_\_\_\_  
Outside Sports Teams/Events \_\_\_\_\_  
Family Events \_\_\_\_\_  
College Visits \_\_\_\_\_  
BCS Trips or Events \_\_\_\_\_

**In light of the total number of anticipated absences, is this request a priority? Yes \_\_\_ No\_\_\_**

**Planned Absence:**

**SUMMARY: If you know in advance you will be absent, get a form from the reception desk and have all your teachers sign it. You must complete all academic work before you leave unless your teacher specifically allows you to make it up.**

1. If you are planning to be away from school for more than one day, you must obtain the signature of each of your teachers. This also applies to school-related activities such as environmental education or extended field trips.
2. Pick up a form from the receptionist at the front desk, have your parents fill it out and sign it, then take it to all of your teachers. They will write in the arrangements you have made to make up your academic work. The form must then be returned to the reception desk for administrative approval.
3. If you know about your absence in advance, whether it is several days or only one, you must make academic arrangements in advance. This also applies to school field trips and early dismissal for athletic events. If you fail to make arrangements in advance, your teacher does not have to let you make up the work.
4. If your absence is only for your convenience (EXAMPLE: leaving early for a family vacation), your teachers are not obligated to make special arrangements for you to take tests or make up work.

PARENT SIGNATURE: \_\_\_\_\_