



# North Cobb Christian School

## PLANNED ABSENCE FORM LOWER SCHOOL

When a student is absent from school because of a planned vacation, trip or other activity, a request must be made to the school using this form. *This request should be submitted no later than one week before the planned absence.*

Today's Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Date(s) Student Will Be Absent: \_\_\_\_\_

Explanation of Absence: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Teacher's Signature

\_\_\_\_\_  
Principal's Signature

Teachers will work with the student to make up as much work as possible before leaving. Students are given the same number of days that they are absent to make up missed work or tests. Please understand that the teacher will not be able to make up classroom instruction time.