



# 2020-21 Middle School Pre-Approved Absence Form

7301 Sardis Road | Charlotte, NC 28270 | 704-366-5657 | www.charlottechristian.com

**PLEASE NOTE:** This form must be fully completed and returned to the office at least one day prior to the expected absence to ensure the absence is recorded as excused. Additionally, in order to receive credit for classroom work, tests, homework, etc. missed due to the absence it must be completed and turned in, in advance, unless alternate arrangements were made with the teacher.

**STEP 1: Parent notified office on \_\_\_\_\_ by: \_\_\_\_\_ phone \_\_\_\_\_ e-mail \_\_\_\_\_ note \_\_\_\_\_ in person**

**Student's Name** \_\_\_\_\_ **Grade** \_\_\_\_\_

**Parent's Signature** \_\_\_\_\_  
(not required if notification given by phone/note/email or in person)

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

**Reason** \_\_\_\_\_

**Administrator Approval** \_\_\_\_\_

## STEP 2: Make proper arrangements with all teachers

**Teachers:** Please sign below (in your appropriate class period) acknowledging that the student named above has either completed all work to be missed, in advance, or made alternate arrangements to complete all assignments and/or tests missed during the permitted absence.

1<sup>st</sup> Period \_\_\_\_\_

5<sup>th</sup> Period \_\_\_\_\_

2<sup>nd</sup> Period \_\_\_\_\_

6<sup>th</sup> Period \_\_\_\_\_

3<sup>rd</sup> Period \_\_\_\_\_

7<sup>th</sup> Period \_\_\_\_\_

4<sup>th</sup> Period \_\_\_\_\_

## STEP 3: Return completed form to the school office at least one day prior to intended absence.

**Date Returned** \_\_\_\_\_ **Received By** \_\_\_\_\_