



Upper 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 insure the absence is recorded as excused. Additionally, in order to assure full credit for classroom work, tests, homework, etc. missed due to the absence, the form must be completed and given to the office in advance, unless alternate arrangements were made with the teacher.

Student's Name _____ **Grade** _____

Parent's Signature _____

(If absence is a SCHOOL-RELATED ACTIVITY, a parent signature is not necessary.)

Date(s) of Absence _____

Reason _____

Step 1: 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.

A1 _____
Class Name Teacher Signature

B1 _____
Class Name Teacher Signature

A2 _____
Class Name Teacher Signature

B2 _____
Class Name Teacher Signature

A3 _____
Class Name Teacher Signature

B3 _____
Class Name Teacher Signature

A4 _____
Class Name Teacher Signature

B4 _____
Class Name Teacher Signature

STEP 2: Return completed form to the school office at least one day prior to intended absence.

Date Returned _____ **Received By** _____

____ **Attendance Entered** ____ **Administrator Approved**