



2024-25 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:

Student's Name: _____ Grade: _____

Parent's Signature: _____

Date(s) of absence: _____

Reason: _____

STEP 2: Students make proper arrangements with all teachers

(Teachers: Please sign below 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.

1st Period: _____

5th Period: _____

2nd Period: _____

6th Period: _____

3rd Period: _____

7th Period: _____

4th Period: _____

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

Received By: _____

Date Returned: _____