

**PORTLAND CHRISTIAN SCHOOL**  
**8509 Westport Road**  
**Louisville, Kentucky 40242**

**PRE-ARRANGED ABSENCE FORM**

My signature on this form is verification that I have read and agree to abide by the policy for pre-arranged absence(s) as stated below.

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Date request submitted \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell \_\_\_\_\_

Date(s) to be absent: From \_\_\_\_\_ To \_\_\_\_\_

Reason for this request to be absent: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
Student's Signature

Date request received in the office \_\_\_\_\_ by \_\_\_\_\_

This request is \_\_\_\_\_ approved \_\_\_\_\_ **not** approved by \_\_\_\_\_

**PRE-ARRANGED ABSENCE POLICY**

**PRE-ARRANGED ABSENCE FROM SCHOOL.** A student may request a pre-arranged absence when the student desires to be out of school to attend non-school special meetings, trips, etc. that are planned in advance. In order for the pre-arranged absence to be **excused** the following steps should be taken.

1. A complete pre-arranged absence form must be complete, including the parent or guardian and student signatures.
2. The form is returned to the office at least five days before the absence.
3. The student checks with all teachers regarding work that will be missed and is willing to have most of the work completed when he/she returns to school.
4. The request is approved by the building principal. In many cases approval will be given for special Christian youth meetings, family vacations that cannot be taken at any other times, and other activities that have exceptional educational value.

If a request for a pre-arranged absence is **not** approved by the building principal, all days will be **unexcused days**.

*The bottom portion will be returned to parent/guardian with approval status.*

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**PRE-ARRANGED ABSENCE REQUEST**

**STUDENT NAME** \_\_\_\_\_

**REQUEST APPROVED** \_\_\_\_\_ **BY** \_\_\_\_\_

**REQUEST NOT APPROVED** \_\_\_\_\_ **BY** \_\_\_\_\_