



Asheville Christian

ASHEVILLE CHRISTIAN ACADEMY **LOWER SCHOOL STUDENT ABSENCE REQUEST FORM**

***Parents:** Please remember that the very best situation for you, your student, teachers, and the staff is for your child to be present each school day. Therefore, we request that you make every attempt to plan family vacations during regularly scheduled school holidays highlighted on the school calendar. If you find it impossible to schedule such times when your child is not in school, you must secure this form from the office one week or more prior to the planned absence. Please submit the form to the LS office or by email to kate.lunberry@ashevillechristian.org.*

Missed Assignments: All students will receive their make-up work upon return to school. A student will have one (1) school day for every day missed to a maximum of five (5) school days to complete make-up work. Parents are responsible for making sure their child completes and turns in all make-up work. Failure to complete missed assignments will result in a grade of “zero” or no credit given. Teachers will not hand out assignments before a scheduled absence.

Make-up Tests and Quizzes: Tests or quizzes missed during the absence will be made up on the day of the student’s return to school, unless the teacher indicates otherwise.

STUDENT _____ GRADE: _____ TEACHER: _____

Date(s) of Absence: _____

Reason: _____

Parent’s Signature: _____

Administrator’s Comments:

When a student exceeds 14 absences in a school year, excused or unexcused, the student will be required to make up time or promotion to the next grade level may be in jeopardy. (Per attendance policy in Parent-Student Handbook)

Number of absences _____ / 14 days of school this year.

Excused _____ Unexcused _____

Administrator’s Signature: _____