



EXTENDED ABSENCE FORM

Emmanuel Christian defines absences as either excused or unexcused. An excused absence from school is defined as being for 1) illness 2) death in the family and 3) a pre-approved educational trip. All other absences are unexcused. An absence for an educational trip is one where the student travels to a destination in order to learn and increase knowledge in the areas of history, science, fine arts, religion, or literature. Students can accompany parents on trips that are unexcused and suffer no academic consequences as long as 1) the absence is prearranged 2) the student does assigned work before the absence occurs. **However, if the student does not have the absence pre-approved, the unexcused absence will result in zeros for any and all assignments and tests missed.** If there is any doubt about the time to be missed, please contact the school office for clarification. *This form should be turned into the office one week prior to the scheduled trip.*

Student Name: _____ Date _____

Grade/Class: _____

Please describe the nature of this requested absence: _____

Date(s) the student will be absent: (starting date) _____ (ending date) _____

If you would like for your child to work on assignments that will be missed during their absence, please check this box to request as many assignments as are available at that point.

Parents will need to ensure that your child completes all assignments missed.

Parent Signature _____ Date _____

Head of School _____ Date _____

Excused Unexcused