



Cornerstone Christian Academy

Student Pre-Arranged Absence Form

Students who will be absent from school for two (2) or more days must complete the following Pre-Arranged Absence Form and are required to do the following:

1. Pick up a copy of this pre-arranged absence form in the office or download from www.ccak12.net.
2. Indicate the number of days you will be absent from school.
3. Students are responsible for getting this form signed by all teachers and for completing all work assigned. In some cases, teachers may not be able to provide all students with all assignments, especially for students wishing to be absent for extended periods of time. Students are still responsible for asking for any other work they may have missed while absent from school.
4. Sign the bottom of the form and return a copy to the office BEFORE you leave for your absence(s).

The following absences may be deemed as reasonable excuses to miss time from school:

- Extended illness
- Professional appointments that cannot be scheduled outside the school day
- Death in the immediate family
- Family vacations or events-*We strongly encourage parents to limit vacation time to school breaks*
- Required court attendance
- Religious observations
- Recovery from accidents
- Suspension from school

Student: _____

Date (s) to be Absent: _____

Reason: _____

Period/Class	Assignments to be Completed	Teacher Signatures
1		
2		
3		
4		
5		
6		

To the Parent and Student: Students are responsible for obtaining, as well as completing, all work missed during their absence. Please note that excessive absences may have an impact on final grades. My signature verifies that I have taken note of assignments required and any comments the teacher has written.

X _____
Parent Signature _____
Date

X _____
Student Signature _____
Date