

Personal Absence Request

Personal absences MUST be approved by the Administration, and may include -- youth/church activities, family vacations, non-CCS sporting events, family outings, driver's training classes, etc. The administration will not approve the absence if the student has excessive absences or is failing (or in danger of failing) a class. **This absence will count against the required 90%**, but the student will be allowed to make up any missed tests, quizzes, and homework. **It is the student's responsibility to get assignments and schedule make-up tests with the teacher.** Assignments may be requested from the teacher or viewed on the RenWeb Homework page. *NOTE!! All assignments, which are not turned in before the personal absence, are due the day the student returns to class. Late assignments will receive a zero.* Tests will be administered promptly at the discretion of the teacher.

NOTIFICATION: Personal Absence Requests must be turned in to the school office no later than one week in advance of the requested absence. The Administration will not approve more than 7 personal absence days in one semester. **Requests that are not received one week in advance will result in 1 demerit for each day less than five days advance notice.** (Students who are absent for a NON-APPROVED PERSONAL ABSENCE, may receive demerits and zeros on tests, quizzes, and assignments.)

Student Name: _____ Grade: _____

Reason for Absence: _____

Date/dates of absence: _____

Parent Signature

Student Signature

Office Use ONLY

Date request was received: _____

Approved _____

Date _____

NOT Approved _____

Date _____

Reason _____

Administrator Signature _____

***Note: Students are allowed a maximum of 10 absences per semester. (Refer to Student Handbook.)**