

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 80%**, 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 2 referrals 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 _____