

# Contra Costa Christian Schools

PREPARING THE NEXT GENERATION

## REQUEST FOR ABSENCE

Please complete this form for a vacation or other planned absences of one full day or longer and return to the office one week prior to the absence.

Please refer to the school handbook for information on excused absences. Work to be made up during the absence can be obtained directly from teachers or found on RenWeb.

### STUDENT INFORMATION

Student #1: \_\_\_\_\_ Grade: \_\_\_\_\_

Student's Teacher(s): \_\_\_\_\_

\_\_\_\_\_

Student #2: \_\_\_\_\_ Grade: \_\_\_\_\_

Student's Teacher(s): \_\_\_\_\_

\_\_\_\_\_

Student #3: \_\_\_\_\_ Grade: \_\_\_\_\_

Student's Teacher(s): \_\_\_\_\_

\_\_\_\_\_

Student #4: \_\_\_\_\_ Grade: \_\_\_\_\_

Student's Teacher(s): \_\_\_\_\_

\_\_\_\_\_

Date(s) of Anticipated Absence \_\_\_\_\_

Reason for the Absence:

\_\_\_\_\_

\_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Administrative Approval: \_\_\_\_\_ Date \_\_\_\_\_

Attendance Secretary: \_\_\_\_\_ Date \_\_\_\_\_