

**EAST COBB CHRISTIAN SCHOOL
STUDENT REQUEST FOR ABSENCE
GRADES KINDERGARTEN THROUGH FIFTH GRADE**

School Policy for Absences: All students are expected to attend school regularly unless presently ill, under doctor's orders to remain at home, or involved in a parent-sanctioned absence due to a wedding, death in the family, or other special event. Prior notification to school principal and classroom teacher is required. Trips should conflict with school only when other arrangements could not be made. Parents are responsible to see that their child completes all missed assignments. ***Children who miss 20 or more days of school for any reason are subject to non-promotion.***

Student's Name _____ Teacher _____

Date of Request _____

Dates of Absence _____

Reason for Absence: _____

Parent Signature _____

Cumulative absences to date (to be completed by office): _____

Passing all subjects (to be completed by teacher): ___ Yes ___ No

Assignments (may be attached to form):

Teacher Signature _____

Principal Signature _____

(When complete, return to the office. A copy will be placed in the student's file and the classroom teacher will send the original home with assignments attached.)