

**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.)