

**Unity Christian School
Request for Student Absence**

*****Form must be submitted 2 weeks prior to the requested date
Return completed form to Mr. Munn or Mrs. Mathis for approval**

This form is used when a student is requesting to be absent from class for a reason other than a medical issue or family emergency.

Date: _____ Student Name: _____

Grade: _____ Date(s) of Absence: _____

Reason for Absence: _____

Number of absences to date: _____

Subject	Current Grade	Teacher Signature (a signature does not mean excused)

Please note: It is very unlikely that a student who is at risk of failing a course will be granted an excused absence for anything other than a medical issue or family emergency.

- Students who miss over 9 days during a semester are at risk of losing credit for a course. These requested days will count toward the 9 days.
- It is the student's responsibility to arrange with each teacher make-up of work missed during an **excused** absence.
- Students have **three days** to make up missing work. Failure to turn in make-up work within the **three-day** period will result in a zero.
- Student will lose the opportunity to gain extra points on the final exam.

Administrator Signature: _____

Excused: _____ **Missing work must be completed by** _____
Un-Excused: _____ **Work CAN NOT be made up**
Teachers notified by email: _____

Unity Christian School

College Visitation Permission Request Form

College visitation permission requests must be submitted at least 3 days prior to the college visit.

Student Name: _____

Today's Date: _____ Grade _____

Date(s) of college visit:

College(s) to be visited:

Do you have an appointment with an admissions representative? _____

Are you scheduled to visit classes? _____

With whom are you staying? _____

Parental Permission

_____ has my permission to take this college visit. I realize that my student is responsible for all UCS classwork missed while away.

_____ My student has notified all teachers to assure that no classwork is missed.

Parent Signature

Date

Principal Permission

HS Principal Signature

Date