

Unity Christian School

Request for Student Absence

Return completed form to Mrs. Mathis/Mrs. Payne/Mr. Munn

This form is used when a student is requesting to be absent for a reason other than a medical issue.

Today's Date: _____ Student Name: _____ Grade: _____

Date(s) of Absence: _____ Reason: _____

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. (see parent handbook)*

- *A student may not miss more than 9 days per semester in order to get credit for a course or be promoted to the next grade.*
- *A student may not miss more than 18 days in a school year in order to get credit for a course or be promoted to the next grade.*
- *It is the student's responsibility to arrange with each teacher to make up work missed during an EXCUSED absence.*
- *Students have 3 days to make up missing work. Failure to turn in work within the 3-day period will result in a zero.*

Student Signature: _____ Parent Signature: _____

Administrator Signature: _____

___ Unexcused (work **cannot** be made up) ___ Excused (missing work due by: _____)

OFFICE USE ONLY				
___ Excused (1.0)	___ Unexcused (1.0)	___ College (0.0)	___ Funeral (0.0)	___ Administrator Discretion(0.0)