



**Central Florida Christian Academy  
Upper School Pre-Approved Absence Request Form  
2008-09**

*Students are allowed **five** pre-approved absences per year. They are recorded as excused absences. If the student leaves town without getting a pre-approved absence form completed and on file, it is counted as an unexcused absence. Of these five pre-approved absences, juniors and seniors may take **three** of them for college visits, which are not counted as absences at all in terms of exemptions from exams.*

**Please complete this form and return it at least five days in advance of absence.**

Name of Student \_\_\_\_\_ Date of Request \_\_\_\_\_

Grade level \_\_\_\_\_ Date(s) of Requested Absence \_\_\_\_\_

Reason for Absence: \_\_\_\_\_

Parent's Signature \_\_\_\_\_

**Step 1: Please submit this form to Mrs. Arribas to have her fill in the following:**

Number of pre-approved absences already used: \_\_\_\_; Of these, how many were college visits? \_\_\_\_ Mrs. Arribas's Signature \_\_\_\_\_

**Step 2: Please submit this form to Mr. Euler for approval.**

Administrator's Signature \_\_\_\_\_

**Step 3: Please submit this form to the teachers whose class you will miss when you are absent.**

**Teachers: Please have students write on a separate sheet of paper any assignments that they must turn in before their absence.**

Period	Class	Teacher
1		
2		
3		
4		
5		
6		
7		
8		

**Step 4: Submit completed form to Mrs. Arribas.**