



**PINECASTLE**  
CHRISTIAN ACADEMY

## MS/HS Pre-Arranged Absence Form

- Administration completes top portion with student
- Student presents form to each of his/her teachers
- Teachers fill in their portion and return form to student
- Parents review and sign form
- Student returns form to Administration for final approval

Completed form **MUST** be returned to Administration  
at least **3** school days prior to absence

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Dates absent \_\_\_\_\_ Reason \_\_\_\_\_

Date that make-up work is due: \_\_\_\_\_ Student's initial: \_\_\_\_\_

Administrative Signature: \_\_\_\_\_

Subject	Current Grade	In Good Standing?	Teacher Comments	Make-up Work	Teacher Initials
1. _____		Y / N _____			
2. _____		Y / N _____			
3. _____		Y / N _____			
4. _____		Y / N _____			
5. _____		Y / N _____			
6. _____		Y / N _____			
7. _____		Y / N _____			

Absence will be excused if form is completed and returned at least 3 school days prior to absence AND student is in good standing academically in every subject. I understand that my child will receive one school day for each school day missed to complete and turn in make-up work (excluding projects/long-term assignments).

Parent Signature \_\_\_\_\_

Administrator Approval \_\_\_\_\_

\_\_\_\_\_ Excused

\_\_\_\_\_ Unexcused\*