Secondary School Planned Absence
(1 or more days)

MOUNTAINVIEW INTERNATIONAL CHRISTIAN SCHOOL

Parents are to notify the school at least one week in advance of a planned absence and submit this completed form to the office to allow teachers time to prepare missed assignments. Please note that not every planned absence is automatically excused. Consult with the principal well in advance of the dates of absence in order to confirm school approval.

Dear Teachers:

_____ _____ will be absent from school
name of student (print) grade

on the following day(s) _____
date(s) of absence (dd/mm/yy)

Reason for planned absence: _____

_____

_____
Parent's Signature

_____
Principal's Authorization

Student:

- Take this form to the teachers of every class that you will miss. (Don't forget to think about which classes meet on the day(s) of your absence, not just which classes you have today.)
- Return this form to the office when you have all signatures (before your absence).
- Keep the assignments which may be attached!

Teachers:

- Attach assignments to this form or have the student write them down immediately in their planner. Be sure to let the student know if there are handouts to be picked up later.
- Include dates for completion on all assignments—that is, the date by which this student must hand in the work to you. In most cases, this should be before the absence.
- Initial below to indicate that the student has been given the assignments.

_____ Bible	_____ Social Studies	_____ Other: _____
_____ English	_____ Foreign Language	_____ Other: _____
_____ Math	_____ Fine Arts	_____ Other: _____
_____ Science	_____ PE	