

Worthington Christian Elementary School

SPECIAL ABSENCE REQUEST

Under special circumstances, absences from school need to be arranged in advance. While provision may be made for these absences, it is the position of Worthington Christian Elementary School that the use of school time for absences be discouraged because of the potentially disruptive effects of absences to the educational process.

Please fill out this form and return it to the office for the principal's approval **at least 1 week in advance to the absence.**

Student's Name: _____ Teacher's Name: _____

Date of Request: _____

Date(s) of Absence: _____

Reason for Absence: _____

We deem this request is necessary for our family unit and hereby authorize Worthington Christian Elementary to provide an alternate educational plan during the dates indicated above.

- We understand our son/daughter is responsible for all of the assigned work during this absence.
- We understand any work not completed will result in a zero.
- All tests/quizzes or assignments not given prior to vacation will be completed within 5 days of returning to school, unless specified by the teacher.
- **All assignments assigned by teachers will be due upon return to school.**

Parent's Signature: _____

Principal's Approval: _____ Date: _____

Teachers, please prepare work for the above dates of absences.

Below is a list of assignments to complete and turn in upon your return to school:

Tests/Quizzes/Activities that must be completed **AT** school when you return:

Teacher's Signature: _____

Please see attached instructions or worksheets