



Extended Absence Pre-Verification Form

Student Name: _____

Grade: _____

Dates of Absence: _____

Reason: _____

Please check which of the following reasons your absence falls under:

Excused:

- Injury/surgery/recovery
- Serious illness in the family
- Death of a relative
- College visit
- Out-of-state enrichment activities or extracurricular activities
- Unexcused (vacation, wedding, traveling, etc.)

Parent Name: _____

Parent Signature: _____

Please keep in mind, that even if your extended absence is "approved," it does not mean it will be entered into your attendance record as "excused." **It is up to the administration's discretion on what the absence is classified as. Please see the next page regarding which absences are excused vs. unexcused.*

For administrative use only

Approved

Denied

Principal Signature: _____

Worthington Christian School Attendance Policies

Please make sure you are familiar with our attendance policies when planning absences. Below is a brief summary of our policies regarding academic integrity and regulated attendance rules. More details can be found in our student handbook.

Academic Integrity – Maintaining class credits

- After **14 class period** absences in a semester, a student's class credit may be in jeopardy. Excused and unexcused absences both count towards the 14 class period absences.
- Any student absent from a ½ credit/1 semester class for any reason for **14 days**, may not receive credit for that class.
- Any student absent from a 1 credit/2 semester class for any reason for **28 days** may not receive credit for that class.

Regulated Attendance Rules – We must keep with our [legal responsibilities](#) as a school chartered by the State of Ohio and accredited by the Association of Christian Schools International. *Students on the EdChoice Scholarship who do not abide by our attendance policy may be at risk of losing their scholarship.*

- Students may not have more than **20 unexcused days** during a single school year.
 - **Unexcused** absences include vacations, weddings, traveling, etc.
- The only absences that can be marked as **“excused”** are the following. Please see our handbook regarding the documentation requirements for each type.
 - Illness or injury
 - Serious illness in the family
 - Death of a relative
 - Medical or dental appointment
 - College visit
 - Emergency or other set of circumstances
 - Out-of-state enrichment activities or extracurricular activities
 - Students can have up to **4 days** per school year “excused” for these types of activities. Any additional days absent will be counted as “unexcused.”
 - Enrichment activities include mission trips, conferences, etc.
 - Extracurricular activities include sports and music/arts activities.