Worthington CHRISTIAN SCHOOL

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: _____

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.

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 <u>unexcused</u> 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.