



# Seffner Christian Academy

## Pre-arranged Absence

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

The above named student request permission to be absent from school on the following day(s): \_\_\_\_\_

REASON: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

1. Complete top portion and present to principal for pre-approval at least **3 DAYS PRIOR** to the anticipated absence.
2. Principal will give to Teacher (elementary or Front Offices(secondary) for recording of excused absence in RenWeb.
3. Juniors and Seniors only: For college visits that will be school business absences, proper documentation must be submitted. (Confirmation of scheduled visit or appointment). Juniors may use up to two per school year. Seniors may use up to three.
4. Student and parent should check RenWeb for make up assignments the week of absence.
5. Failure to complete properly will result in student receiving an unexcused absence for this time period.
6. It is the students responsibility to obtain and return any school work missed while absent. All work needs to be turned in the day student returns to school.
7. Parents will be contacted **ONLY** if absence has not been excused. Please check RenWeb "attendance" to verify excused absence.

\*\*Students are allowed eight (8) absences per semester without academic penalty, unless absences are unexcused.

### For Office Use:

#### 1. Admin Approval

Elementary Principal: \_\_\_\_\_

Date: \_\_\_\_\_

Secondary Principal: \_\_\_\_\_

Date: \_\_\_\_\_

#### 2. Teacher or Front Offices logged absence in RenWeb

Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

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