

# Contra Costa Christian Schools

PRESCHOOL THROUGH HIGH SCHOOL

## REQUEST FOR EXCUSED ABSENCE

### Grades 6 through 12

Please complete this form for a vacation or other planned absences of one full-day or longer.

Please refer to the school handbook for information on excused absences.

**This page is due in the office one week prior to the absence.**

#### Student Information

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Dates of Anticipated Absence: \_\_\_\_\_

Reason for the Absence:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student's Teacher(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Parent \_\_\_\_\_ Date \_\_\_\_\_

Telephone Number \_\_\_\_\_

Administrative Approval: \_\_\_\_\_

Attendance Secretary: \_\_\_\_\_

