



Pullman Christian School Pre-Arranged Excused Absence Form

Planned absences from school which are not for school-sponsored or medical purposes must be approved in advance by both the parent and school administration. An absence may not be approved if it causes a serious adverse effect on the educational process or if the absence will exceed the number of total absences allotted to the student for the semester. Form must be submitted to the school office no later than 2 weeks prior to the planned absence.

STEP 1 – Complete the following information.

Student Name: _____

Absence Date(s) _____ through _____
(Mo/Day/Yr.) (Mo/Day/Yr.)

Briefly describe the purpose of the absence:

STEP 2 – Complete the below schedule and ask each teacher to communicate their approval or disapproval with a comment. K-5th grade students need only the feedback from their primary classroom teacher(s).

Period	Class	Teacher Initial	Approx. Grade	Sem. Absence Total	Approve/Disapprove	Comments
1						
2						
3						
4						
5						
6 (MWF)						
6 (Tu/Th)						
7 (MWF)						
7 (Tu/Th)						

STEP 3 – Submit form to school administration.

Absence is: _____ Excused _____ Unexcused

Comments: _____

Principal Signature: _____

For office use only:

- ☐ Decision communicated to student's family
- ☐ Decision communicated to teachers and office staff

- ☐ Copy filed in student's permanent record
- ☐ Original returned to student's family