



PULLMAN CHRISTIAN SCHOOL

Scheduled Absence Form

Families are asked to notify the school in advance of any planned multi-day absence that is not school-sponsored or for an extended illness. A *Scheduled Absence Form* should be submitted to the school office at least two weeks before the absence so that teachers and administration can help the student prepare for missed instruction and assignments. Regular attendance is important to student success, and students are responsible for completing all missed work and staying prepared for their return. The school also has attendance requirements that students must meet throughout the school year, and families should be mindful of the number of absences a student has accumulated when planning extended absences.

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 schedule below and ask each teacher to communicate their approval or disapproval with a comment. K-5th grade students only need feedback from their primary classroom teacher.

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 | ☐ Copy filed in student's permanent record |
| ☐ Decision communicated to teachers and office staff | ☐ Original returned to student's family |