

**OAKLAND CHRISTIAN SCHOOL
REQUEST FOR PRE-ARRANGED ABSENCE**

Oakland Christian School does not encourage vacations or other pre-arranged activities, which require absence from school. The school calendar allows for many vacations in and around the holiday seasons, so parents should try to make vacations and doctor's appointments coincide with school vacation time.

Prior to a pre-arranged absence from school, the student is required to have this form signed by a parent/guardian indicating the reason for the absence. The student will then be responsible to complete this form by having each teacher sign below and return the completed form to the secondary office.

NOTE: Pre-arranged absences count against the 10 maximum allowed for a semester.

Student Name: _____

Reason for Absence: _____

Date(s) of absence: _____

Parent Signature: _____ Date: _____

Teacher Signatures:

Homeroom: _____

1: _____ Comments/Assignments: _____

2: _____ Comments/Assignments: _____

3: _____ Comments/Assignments: _____

4: _____ Comments/Assignments: _____

5: _____ Comments/Assignments: _____

6: _____ Comments/Assignments: _____

7: _____ Comments/Assignments: _____

8: _____ Comments/Assignments: _____

Advisory: _____ Comments/Assignments: _____

Secondary Office Confirmation : _____ Date: _____