

**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:**

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: \_\_\_\_\_