CHAPELGATE CHRISTIAN ACADEMY

Pre-planned Student Absence Form
2016-2017

Dates to keep in mind for 2016-17:

December 19-20, 2016	AP Midterm Exams
December 22, 2016	Last day of classes before Christmas break
January 17-20, 2017	Midterm Exams
May 23-26, 2017	Final Exams for seniors*
June 5-8, 2017	Final Exams for 9th-11th grades*
June 5, 2017	12th Grade Graduation
June 8, 2017	Last day of classes for 6th-11th grades

Forms must be completed and turned in to Mrs. Barrett in the Guidance office at least 2 weeks prior to your absence.

_____ _____ _____
Student Name Grade Date

Dates of school absence: _____ to _____ Total days absent: _____

Reason requesting absence: _____

Period	Class	Student Signature*
1		
2		
3		
4		
5		
6		
7		

**By signing next to each subject, student indicates that he/she has spoken to each teacher and gathered all necessary materials prior to absence.*

Parents please initial:

_____ I have read the Early Departure Policy in the Parent/Student Handbook and I understand that there is a **$250 administrative fee for each rescheduled exam**. I will attach a check payable to Chapelgate Christian Academy if my child is missing a midterm or final exam.

_____ I understand that it is my student's responsibility to meet with each of his/her teachers and gather all necessary assignments and materials prior to his/her absence.

_____ I understand that my student is responsible for all assignments, tests, and quizzes for the period of time listed above. I understand my student will have one day per day of absence to make up missed work, and any work not turned in will result in a zero for each assignment.

Parent signature: _____ Date: _____

Office Use Only:

Date received: _____ Check No: _____ Amount: _____

Guidance office comments: _____