

Dates to keep in mind for 2017-2018:

December 18-19, 2017 AP Midterm Exams
 December 21, 2017 Last day of classes before Christmas break
 January 16-19, 2018 Midterm Exams
 May 22-25, 2018 Final Exams for seniors*
 June 5-8, 2018 Final Exams for 9th-11th grades*
 June 4, 2018 12th Grade Graduation
 June 7, 2018 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*	Teacher 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 and Final Semester Exam policies in the Parent/Student Handbook and I understand that there is a **\$250 administrative fee for each rescheduled midterm or final 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: _____

 FOR OFFICE USE ONLY

Date received: _____ Check No: _____ Amount: _____

Guidance office comments: _____