

Dates to keep in mind for 2018-2019:

December 16-17, 2019 AP Midterm Exams  
 December 20, 2019 Last day of classes before Christmas break  
 January 13-16, 2020 Midterm Exams  
 May 19-22, 2020 Final Exams for seniors\*  
 June 1-4, 2020 Final Exams for 9<sup>th</sup>-11<sup>th</sup> grades\*  
 June 1, 2020 12<sup>th</sup> Grade Graduation  
 June 4, 2020 Last day of classes for 6<sup>th</sup>-11<sup>th</sup> grades

**Forms must be completed and turned in to Ms. Bates 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: \_\_\_\_\_

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 FOR OFFICE USE ONLY

Date received: \_\_\_\_\_ Check No: \_\_\_\_\_ Amount: \_\_\_\_\_

Guidance office comments: \_\_\_\_\_