

Dates to keep in mind for 2020-2021:

December 23, 2020	Last day of classes before Christmas break
January 19-22, 2021	Midterm Exams
May 25-28, 2021	Final Exams for seniors*
June 7-10, 2021	Final Exams for 9 <sup>th</sup> -11 <sup>th</sup> grades*
June 7, 2021	12 <sup>th</sup> Grade Graduation
June 10, 2021	Last day of classes for 6 <sup>th</sup> -11 <sup>th</sup> grades

**Forms must be completed and turned in to Mrs. Hogsten's office at least 2 weeks prior to your absence.**

\_\_\_\_\_  
Student Name Grade Date

Dates of school absence: \_\_\_\_\_ to \_\_\_\_\_ Total days absent: \_\_\_\_\_

Reason requesting absence: \_\_\_\_\_

Are you traveling?  Yes  No If yes, where will you traveling to? \_\_\_\_\_

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.

\_\_\_\_\_ CCA defines "absence" as being out of class both physically and virtually. **Therefore, I understand that my student will not be permitted to sign into class virtually for lectures, class activities/assignments, or tests and quizzes.**

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

-----  
FOR OFFICE USE ONLY

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