

Pullman Christian School Excused Absence Permission Request Form

Policy: When the majority of the students in the class will be gone (away sports games, National Parks trip, etc.), so that direct instruction will not happen in the class, and a student who is **not** attending the scheduled school function wishes to be excused from coming to school, permission may be granted if the student is caught up in their classes. The procedure below must be followed and approval granted. Policy applies to 7th – 12th grade students only.

Student name: _____

Date(s) of requested excused absence: _____ **Time of early release:** _____

Procedure – please follow these steps:

1. Two Days prior to absence –
 - Request form from the receptionist. May also be found at www.PullmanChristianSchool.org/parent-student-info.
 - Obtain parent signature that night. Bring form back to school the next day.
2. One Day prior to absence –
 - Obtain teachers' signatures for each class that you are requesting an excused absence.
 - Return form to the receptionist by the end of the school day. A copy will be made for you to take home to your parents.

Step One – Parent Permission

_____ Yes, I request that my child be excused from classes during the above date and time. I understand that he/she must be caught up in all class assignments to be considered.

_____ No, I would like my child to remain on campus under teacher supervision.

Parent Signature: _____ Date: _____

Step Two – Verification from Teachers

Period	Class Name	Teacher Signature	Is this student caught up in all assignments? Y/N	If no, list all assignments that are outstanding (write on the back if needed).
1				
2				
3				
4				
5				
6				
7				

Step Three – Administrative Approval

_____ Approved for excused absence. Excused absences will not count toward a student's total.

_____ Approved, but with the following stipulations:

- Must show the Principal proof (in the form of a note from the assigning teacher) that assignments were completed with excellence and turned in to the teacher the morning of the requested absence, OR
- Must remain on campus until all outstanding work is completed and turned in to the supervising teacher. At that time, the receptionist will call or email the parents to notify them what time the child signed out and was allowed to leave.

_____ Denied for excused absence.

- Reason: _____
- The parent may still choose to keep the child out of school, but it will count in the student's absences totals.

Principal Signature: _____ Date: _____

Office Use Only:

- _____ Receptionist – Copy of completed form given to student to take home.
- _____ Receptionist – Absences recorded in Gradelink as excused for each period.
- _____ Receptionist – Copy of form given to the Principal, original filed in office.
- _____ Principal – Copy of form given to teacher(s) who are covering the classes.