

**WALNUT GROVE CHRISTIAN SCHOOL K-8th Grade  
REQUEST FOR APPROVED/EXTENDED ABSENCE**

(Form must be **submitted to the Front Office two weeks prior** to the absence.)

**Parents Request:**

I request that my son/daughter \_\_\_\_\_, in grade \_\_\_\_\_, be excused from school for the following dates \_\_\_\_\_, for a total of \_\_\_\_\_ school days for the purpose of: \_\_\_\_\_

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We do not require teachers to provide make-up work for students. They have the option to provide an alternate assignment **or** provide make-up work for the absence. **Please discuss with your student's teacher(s) in advance** which method of assignments they will be providing and if it is make-up work, if it will be provided before or after the absence.

**It is the student's responsibility to collect assignments from the teachers before the absence and to hand in any assignments immediately upon return to school.** If a request is not approved, the days missed will be regarded as unexcused for both academic and attendance reasons. **Please see our Student/Parent Handbook.**

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**Parent Signature/Date**

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**Administrator Signature/Date**

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**Approved**

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**Disapproved**

**Comments:** \_\_\_\_\_

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