

ADVANCED APPROVAL REQUEST FOR SCHOOL ABSENCE

Parents requesting any pupil to be excused from Mentor Christian School for other than illness shall inform the office of the desired days to be excused in a letter signed by the parent or guardian at least three school days in advance of the absence. The reason for such absence is to be given in the letter. Excused absences will not be granted for activities deemed to be frivolous or if the student has already been absent 15 days.

The office records the number of days used previously and sends it to the teacher(s). The teacher(s) shall then give grade averages to the principal and he shall grant approval or disapproval. At no time shall absences be in excess of five school days. Permission will not be given when the pupil's grades are below average or during the week of semester exams or Stanford testing.

All classwork, homework, etc. are due the day the student returns to school. Tests must be made up by the second day that the student returns to school. Any work completed beyond that time will receive a maximum grade of the highest failing grade for that class.

Student's Name _____ Grade _____

Date _____ Parental letter attached? _____

School Days to be Missed (Dates) _____

Grade Average for Students in Grades 1-6 _____

Grade Averages for Students in Grades 7-12:

English _____	Teacher's Initials _____
Social Studies _____	Teacher's Initials _____
Science _____	Teacher's Initials _____
Math _____	Teacher's Initials _____
Spanish _____	Teacher's Initials _____
Bible _____	Teacher's Initials _____
Yearbook _____	Teacher's Initials _____
Speech _____	Teacher's Initials _____
Computer _____	Teacher's Initials _____
Choir _____	Teacher's Initials _____
PE _____	Teacher's Initials _____
Any other class _____	Teacher's Initials _____

Reason for absence _____

Approved _____ Disapproved _____

Number of days used previously: _____