

Cross Lanes Christian School

ATTENDANCE/ABSENCE RECORD

(304) 776-5020

Office Use:

- Excused
 Unexcused

Official

STUDENTS NAME: _____

STUDENT'S GRADE: _____

DATE(S): _____

TIME IN / TIME OUT: _____

The administration will determine whether an absence is excused or unexcused according to the guidelines set forth in the Student-Parent Handbook. Unexcused absences invoke academic and disciplinary consequences. Please refer to the Student-Parent Handbook.

I. Absence from school-reason: (Please check appropriate reason)

- | | | |
|--|-----------------------------------|---|
| <input type="checkbox"/> Allergy symptom | <input type="checkbox"/> Diarrhea | <input type="checkbox"/> Communicable disease |
| <input type="checkbox"/> Respiratory infection | <input type="checkbox"/> Vomiting | <input type="checkbox"/> Death in family |
| <input type="checkbox"/> Sinus infection | <input type="checkbox"/> Fever | <input type="checkbox"/> Other: _____ |

II. Early dismissal from school request: (Please check appropriate reason) Appt. Time: _____

- | | | |
|---|---------------|-------|
| <input type="checkbox"/> Dentist appointment | Name of Dr. | _____ |
| <input type="checkbox"/> Doctor appointment | Name of Dr. | _____ |
| <input type="checkbox"/> Orthodontist appointment | Name of Dr. | _____ |
| <input type="checkbox"/> Hospital admittance | Name of Hosp. | _____ |
| <input type="checkbox"/> Funeral | | |
| <input type="checkbox"/> Other (describe) | _____ | |

III. Tardy/Late-to-school: The above-named student was tardy-to-school (arrived after the 8:30 a.m. bell) for the following reason(s):

IV. Special absence request: (Responsibility for absence.)

This is a request for special permission for absence from school for such things as family trips, college visit, etc.

Reason for absence: _____

I, hereby, accept full responsibility for my child's absence, realizing that it will interrupt his regular instructional program. I agree not to hold the school responsible for his academic progress. I agree to take all necessary steps to make arrangements for the completion of all work missed.

Father
or

Date

Mother
or

Date

Guardian

Date