



# Pine Hills Adventist Academy Pre-Arranged Absence Request Form

**Complete Steps 1-5 in order at least two weeks prior to the event.**

### Step 1: Absence Information

Please fill out the following information:

Student's Name: \_\_\_\_\_ Date of Absence(s): \_\_\_\_\_

Reason for Absence (be specific): \_\_\_\_\_

A written note from the parents must be attached before final approval is given.

### Step 2: Administrative Approval

Student's request meets the requirements for number of permitted absences and does not fall on black out dates.

Registrar's Signature: \_\_\_\_\_ Principal's Signature: \_\_\_\_\_

### Step 3: Faculty Notification

Period	Approve	Disapprove	Teacher Comments/Signature	Academic Impact
0				
1 <sup>st</sup>				
2 <sup>nd</sup>				
3 <sup>rd</sup>				
4 <sup>th</sup>				
5 <sup>th</sup>				
6 <sup>th</sup>				
7 <sup>th</sup>				
MW/TTh				
8 <sup>th</sup>				
9 <sup>th</sup>				

### Step 4: Parent Acknowledgment

**Parents:** Please note that if a teacher has disapproved the trip, your child's GRADE may reflect the missing class time. Signing this form acknowledges your acceptance of that possibility.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** If a high school student is absent from class more than 15% of periods in a semester for any reason, excused or unexcused, he/she will not receive credit in that class.

### Step 5: Paperwork Submission

Turn in completed form to Registrar's office at least two weeks prior to the event.

Date Submitted: \_\_\_\_\_

### Academic Standards Committee Response:

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_

Comments: