



**PRINCE**  
AVENUE CHRISTIAN SCHOOL

## Pre-Arranged Absence Form

Student's Name: \_\_\_\_\_

Date(s) of Planned Absence: \_\_\_\_\_

Purpose of Absence: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Administration Signature: \_\_\_\_\_

The Pre-arranged Absence Form ensures that teachers and administrators are aware when a student will be absent for non-emergency purposes, and completed forms should be turned into the school office as soon as possible. Advanced notice of a student's absence helps teachers and students by allowing sufficient time to communicate what assignments will be completed during the student's absence.

The administration recognizes there are many reasons why students may need to miss school; therefore, Prince employs a 10% rule regarding attendance. Students may miss up to 10% of any class without penalty regardless of the reason. The school does not differentiate between excused and unexcused absences, but does make exceptions in extreme cases involving absence due to the death of an immediately family member, student surgery or hospitalization.

Students in grades 6-12 who miss a class more than nine times in a semester will have their final semester average lowered two points for each class session missed after the 9<sup>th</sup> class. In extreme cases, students may jeopardize their potential to earn credit for a particular class. High school students who exceed nine absences per semester will be required to take the semester exam in that class regardless of the student's semester average.

### **Work Missed**

\* Students are responsible to obtain class notes and make-up work and should consult Renweb, Moodle, or a classmate before e-mailing their teacher for assistance.

\*Work missed due to an absence is expected to be completed. Generally, the time allowed to complete the work for absences is equal to the number of days absent with the exception for tests, major papers/projects, quizzes, and assignments, which had no new instruction or review during the student's absence. Assessments in this category are due the first day of the student's return. Questions regarding when an assessment is due are the responsibility of the student. Assessments may be recorded as a zero until the work is completed.