

Pre-Arranged Absence Policy (from the Parent/Jr. High Student Handbooks)

Wheaton Christian Grammar School seeks to provide ample time during the academic year for vacations. It is our expectation that parents will plan vacations and other planned-for absences during scheduled school breaks.

If a parent chooses for a student to miss school, the following procedures should be followed:

1. Arrangements should be made in writing through the office, and a **Pre-Arranged Absence Notification form must be submitted at least one week prior to the absence.**
2. The student must arrange to come in before or after school to make up tests or lab work. Missed quizzes and tests are to be completed in consultation with each teacher by the end of the first week back at school.
3. **All pre-assigned work will need to be completed upon the student's return to school and attached to the assignment sheet. Any work not completed will be considered late.** Any additional work missed during the absence will be due within one week of the student's return to school. Also, please remember that when a parent removes a student for a pre-arranged absence, the parent is responsible to ensure that the student completes all pre-arranged and make-up work.

There is no substitute for daily attendance. **Grades usually suffer as a result of prolonged absence.** Unless students are sick, they must be in attendance during the Stanford Achievement Tests. If students are not present on testing days, parents may incur additional costs to help pay substitutes to administer achievement tests.

Please detach and retain this portion for your reference

Today's date ____/____/____

Student's name _____ Grade/Teacher _____

Dates of anticipated absence ____/____/____ through ____/____/____

Reason for absence _____

I acknowledge that I have read and will comply with the WCGS Pre-Arranged Absence Policy (above).

Parent's Signature _____

Administrator's Signature _____ ____/____/____

Attendance Office Signature _____ ____/____/____

Homeroom Teacher's Signature _____ ____/____/____

This form should be submitted to the office a minimum of one week prior to the anticipated absence to allow the teacher(s) sufficient time to prepare advance assignments.