



# ANTICIPATED ABSENCE FORM

BOWLING GREEN CHRISTIAN ACADEMY - Upper Campus

17360 N. Dixie Hwy., Bowling Green, OH 43402

419-353-1808

**Partial Day:** A note, e-mail or phone call is fine

**1 - 2 Days:** Please turn in with all steps completed at least 2 days prior to the absence

**3 or more Days:** Please turn in with all steps completed at least 1 week prior to the absence

One form per student

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

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

Reason for Absence: \_\_\_\_\_

Parent Statement: I have reviewed the Parent/Student Handbook , Article VII – Attendance Policy, pages 7-9 and will follow up accordingly.

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

Get front desk initials showing that the dates have been recorded in the calendar. \_\_\_\_\_

Take this form with you to class and get your teachers initials showing that they know you are going to be gone and that you have a plan for your homework.

| Teacher's initials | Notes (if any) |
|--------------------|----------------|
| Period 1           | _____          |
| Period 2           | _____          |
| Period 3           | _____          |
| Period 4           | _____          |
| Period 5           | _____          |
| Period 6           | _____          |
| Period 7           | _____          |
| Period 8           | _____          |

***Turn in to the front desk for final approval.***

- Approved
- Not Approved
- Excused Absence
- Unexcused Absence

\_\_\_\_\_  
Administrator's Signature

Copy in school records - Original returned to student on: \_\_\_\_\_