



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	_____
Period 9	_____

Turn in to the front desk for final approval.

Approved

Excused Absence

Not Approved

Unexcused Absence

Administrator's Signature

Copy in school records - Original returned to student on: _____