



# Pre-Approved Absence (Cuts) Form

7<sup>th</sup> – 12<sup>th</sup> Grades

2011-2012

200 North Roselle Road  
Schaumburg, IL 60194  
Phone: 847-885-3230  
Fax: 847-885-3354  
www.schaumburgchristian.com

## PRE-APPROVED ABSENCE / CLASS CUTS POLICY

A maximum of five days of class cuts are permitted each semester for unavoidable absences. These are for non-school-sponsored parent-attended activities including church-sponsored functions, college visits, and family vacations. If possible, family vacations should be restricted to days when school is not in session. Individual student vacations or other activities that do not include parents will not be approved. Class cuts may not be taken during the first two weeks of the school year or during the final two weeks of each semester. Transfer students may not take class cuts within two weeks of their admission date.

*Please complete this form and return it at least two (2) days in advance of absence.*

Name of Student \_\_\_\_\_

Date of Request \_\_\_\_\_

Date(s) for Absence \_\_\_\_\_

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

**Submit this form to the teachers whose class you will miss when you are absent.**

| Period   | Teacher's Signature | Grade Average |
|----------|---------------------|---------------|
| Homeroom |                     |               |
| I        |                     |               |
| II       |                     |               |
| III      |                     |               |
| IV       |                     |               |
| V        |                     |               |
| VI       |                     |               |
| VII      |                     |               |

\_\_\_\_\_  
Parental Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrative Approval

\_\_\_\_\_  
Date

EXCUSED

UNEXCUSED

Date Turned Into Office \_\_\_\_\_