



CHRISTIAN HERITAGE
ACADEMY

**STUDENT ABSENCE REQUEST FORM
FOR GRADES K-12 PLANNED ABSENCE**

CHA Office Use Only
Principal's Signature: _____

Date: ____/____/____

Notification sent to:

Homeroom Teacher

Music (general, choral,
Instrumental as needed)

Art

PE

Christian Heritage Academy provides generous, planned vacation periods throughout the academic year. It is the expectation that families will schedule their vacations and other optional trips or excursions during scheduled "No School" days rather than miss valuable instructional time.

This form must be submitted to the Principal for approval at least 10 days prior to a planned student absence of 3 or more days. All absences will be marked either Excused or Unexcused on the student's record:

Unexcused absences include, but are not limited to:

- Vacations
- Other trips and excursions (for example, church retreats, accompanying parent on a trip, visiting relatives, attending sporting or other special events.)

Excused absences include:

- Death or severe illness in the immediate family
- Family emergency
- Upper school college visit (please see Parent-Student Handbook for college visit parameters)

Please provide a minimum 10 day notice of student's absence to allow teachers time to provide homework assignments (at teacher's discretion). If parents have a question, please email Mr. Davis, Vice-Principal at sdavis@christianheritage.org.

As a courtesy, please inform any after-school activity teachers, coaches or directors, as applicable, of the absence.

Middle and Upper School students, or K-5 parents, are responsible to contact all of their respective teachers to gather any work that will be missed. All work is due prior to the absence or on scheduled return date, per teacher's instructions. Any work turned in after the scheduled return date may incur late work penalties.

Parents, please complete the following and return to the CHA Office/Principal:

Student First & Last Name: _____ Today's Date: _____

Grade: _____ Homeroom Teacher: _____

Date(s) Student will be Absent: from _____ through _____

Reason for Absence: _____

Print Parent Name: _____

Parent Signature: _____

Parent Email Address: _____