



CALVARY CHRISTIAN ACADEMY & PRESCHOOL PRE-APPROVED EXCUSED ABSENCE FORM

Step 1 - Fill out this top portion and turn in to the CCA office or via email at ccap@cbcfwb.org for approval. This form must be turned in at least one week prior to the requested absence date(s).

Student Name: _____ Grade: _____

Date(s) student will be absent from school: _____

Reason for absence (please be specific): _____

Parent Signature: _____ Today's Date: _____

Request for excused absence has / has not been approved.

Administrator Signature: _____ Date: _____

Student Signature: _____ Date: _____

Step 2 - Teacher: Do not complete this portion until approval has been given by the administrator. List all assignments and due dates for the days the student has requested absence. Initial to certify that the assignment is complete.

Subject/Class	Assignment	Due Date	Initials

Office Use Only
Absences to Date:
