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### Request for Excused Absence

Student Name: \_\_\_\_\_ Grade/Teacher: \_\_\_\_\_

Requested absence dates: \_\_\_\_\_

Reason for request: \_\_\_\_\_

\_\_\_\_\_

#### Excused Absence Policy

Regular attendance and punctuality are vitally important for a successful experience. The school calendar provides generous vacation opportunities, and we encourage all families to plan out-of-town trips and vacations to coincide with the days the school is closed. We strongly discourage parents from removing their children on regular school days because it is impossible to duplicate the learning experience that occurs in the classroom. *Any absences for illness, bereavement, and medical or dental appointments is excused and thus does not require a Request for Excused Absence.*

There are rare circumstances when events take place during the school year that are beneficial or even necessary for a student to miss school. **A “Request for Excused Absence” form must be completed for all planned absences that are not due to illness, bereavement, or medical appointments as far in advance as possible but no later than 48 hours prior to the start of their absence.**

For all planned absences, the family is responsible for contacting teachers prior to the absence to confirm work that can be done while absent. One school day for each day missed is allowed to make up work. Deadlines for all make-up of all homework, tests, etc. need to be determined prior to the absence.

#### **Read and understood:**

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

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

#### Office Use Only Below

Excused Absence: \_\_\_\_\_ Unexcused Absence: \_\_\_\_\_

Signature of Principal \_\_\_\_\_ Date: \_\_\_\_\_