

Notification of Student Absence

The West Side Christian School Staff strongly encourages parents to use regular breaks for vacations, and we discourage parents from taking their child out of class at other times. Be mindful of the classroom experience that will be missed. If parents decide that certain experiences or family needs warrant a student's absence from class, fill out the form below.



The following procedures apply to all parents who are taking their child out of school:

1. All notifications of a student's absence should be submitted to the office at least **five days prior to the absence**.
2. A conversation with the teacher(s) prior to student absence is encouraged. The student and parents will be responsible to find out what work was missed and turn the work into the teacher(s) in the time allotted.
3. Teachers are not obligated to prepare work for the student **PRIOR** to the student's absence or required to spend extra time with the student making up missed work.

I am notifying West Side Christian School of the absence of:

Student: _____ Teacher: _____

Student: _____ Teacher: _____

Student: _____ Teacher: _____

on the following **dates**: _____

for the following **reason**: _____

_____.

Parent's Signature _____

Date received : _____

Routed (teachers, transportation) _____