

Pre-Arranged Absence Policy (from the Parent/Jr. High Student Handbooks)

Wheaton Christian Grammar School seeks to provide ample time during the academic year for vacations. It is our expectation that parents will arrange vacations and other planned-for absences during scheduled school breaks.

If a parent chooses for a student to miss one or more full days of school, the following procedures should be followed:

1. A Pre-Arranged Absence Notification Form, paper or online (via RenWeb), should be completed and **submitted to the office at least one week prior to the absence**. At that time, a maximum of two days' pre-assigned work *may be requested*. Older students are responsible for collecting the pre-assigned work and any materials necessary to complete the assignments, and to obtain all other missed work upon his/her return. Teachers may assist younger students. Students are encouraged to do pre-assigned work *prior to the absence*.
2. Upon returning to school, the student will have the same number of days (as school days missed) plus one extra day to turn in all missed assignments/homework, up to a maximum of one week, after which the "Missing Assignment/Task" policy at that grade level will apply.
3. The student must arrange to come in before or after school to make up tests or lab work. Missed quizzes and tests are to be completed in consultation with each teacher by the end of the first week back at school.

There is no substitute for daily attendance. **Grades usually suffer as a result of prolonged absence.** Unless students are sick, they must be in attendance during standardized testing. (See school calendar for testing dates.) If students are not present on testing days, parents may incur additional costs to help pay substitutes to administer tests.

Please detach and retain this portion for your reference

Today's date ____/____/____

Student's name _____ Grade/Teacher _____

Dates of anticipated absence ____/____/____ through ____/____/____

Pre-assigned work (maximum two days) requested: Yes No (circle one)

Reason for absence _____

I acknowledge that I have read and will comply with the WCGS Pre-Arranged Absence Policy (above).

Parent's Signature _____

Administrator's Signature _____ / / _____

Attendance Office Signature _____ / / _____

Homeroom Teacher's Signature _____ / / _____

This form should be submitted to the office a minimum of one week prior to the anticipated absence to allow the teacher(s) sufficient time to prepare advance assignments.