

Peniel Baptist Academy

WE REQUEST PRE-APPROVAL TO EXCUSE AN ABSENCE



Student's Full Name: _____ Grade: _____

Date(s) of Absences: _____

(Circle One)

Reason for Absences: Family Vacation Missions Trip (MAXIMUM OF 5 DAYS PER YEAR FOR VPK AND EXAM EXEMPTION)

Explain: _____

Please be advised that teachers **will require all missed work** to be handed in **on the day after** the student **returns**. It is the **student's responsibility** to contact **each teacher** before they leave to get their work and to find out what tests/quizzes will be missed. It is the **student's responsibility** to ask the teacher when they may **make-up their missed tests and quizzes**. All long term assignments will be due on time.

Parent Signature: _____ Date: _____

Administrator's Signature: _____ Date: _____

1/25/2011

For Office Use Only: *Date Entered:* _____ *Entered By:* _____ *Note in Teacher's Boxes:* _____