



# Tuscaloosa Christian School

P. O. Box 250 • 1601 Prudes Mill Road • Cottondale, Alabama 35453  
(205)553-4303 • Fax (205)553-4259 • www.tcswarriors.org  
Established 1969

## High School Student's Pre-Approved Absence Request

Date of Request \_\_\_\_\_

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_ Locker # \_\_\_\_\_

Requested day(s) and date(s) to be absent: \_\_\_\_\_

Reason for requested absence from school: \_\_\_\_\_

### STUDENT'S RESPONSIBILITY:

1. Get a Pre-Approved Form from the office at least one week in advance of the requested absence.
2. Take it home for your parent to sign below.
3. Bring it back to the office for Mr. Lancaster's approval and signature below.
4. Take it to each of your teachers for assignments and signatures.
5. When all of the above has been completed in sequence and the form is completely filled out, bring it back to the office for our copies to be made.

**IMPORTANT: This absence is not excused unless the COMPLETED form is returned to the office and copies made!**

### REQUIREMENTS FOR WORK ASSIGNED:

The assigned work should be completed, if possible, **BEFORE** the absence occurs. If that is not possible, all work and tests must be completed on the **DAY** the student returns from the absence. It is the student's responsibility to secure classwork notes missed.

My child and I have read this form, understand it, and will abide by the stipulations contained herein.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

PERIOD & SUBJECT	WORK ASSIGNMENT	TEACHER'S SIGNATURE
1st Period/		
2nd Period/		
3rd Period/		
4th Period/		
5th Period/		
6th Period/		
7th Period/		

ADMINISTRATOR'S SIGNATURE: \_\_\_\_\_