



SCOTTSDALE CHRISTIAN ACADEMY

## ASSIGNMENT REQUEST FOR PLANNED ABSENCE

Name: \_\_\_\_\_ Class: \_\_\_\_\_ Date(s) for Absence: \_\_\_\_\_

Reason for Absence: \_\_\_\_\_

Elementary Receptionist Signature: \_\_\_\_\_

- › At least one week in advance, please complete the top portion of this form and turn it in for approval to the Elementary Receptionist. Refer to the Elementary Student Handbook for specifics in excused and unexcused absences.
- › The form will then be passed to the appropriate teachers. The teacher will gather the work and give this form and the assignments that will be missed to the student. Work will not be given more than one week in advance.
- › Ideally, the work should be completed during the absence or before. An extension may be given by the teacher.
- › Double check that your student has all of the textbooks and workbooks needed to complete the work listed below.
- › It is the family's responsibility to complete missed assignments outside of school time.
- › If work is not completed in the allotted time, points may be deducted.

SUBJECT	ASSIGNMENT	PARENT INITIAL UPON COMPLETION
Special Subject		
Reminders		
Turn in ahead of time		

**MORE** ►

SUBJECT	ASSIGNMENT	PARENT INITIAL UPON COMPLETION
Bible		
English		
History		
Math		
Reading		
Science		
Spelling		
Vocabulary		
Writing		