



# Keswick

---

## CHRISTIAN SCHOOL

### PRE-PLANNED ABSENCE

This form must be completed and returned to the Lower School Office at least **10 days prior to any pre-planned absence.**

**As stated in the Lower School Handbook:** “*Pre-planned absences must be approved by the Lower School Principal depending upon the student’s attendance record, academic performance, and length of proposed absence if it is for more than a one day absence. **Emails are not acceptable.** Parents need to inform the **teachers at least one week** before the absence. Never schedule a pre-planned absence during SAT week.*”

I would like to request that \_\_\_\_\_ in \_\_\_\_\_’s  
(child’s name) (teacher)

class be excused from school on \_\_\_\_\_ through \_\_\_\_\_ for the following  
(start date) (end date)

reason:

\_\_\_ Church or religious activity (please explain): \_\_\_\_\_

\_\_\_ Family Vacation

\_\_\_ Other (please explain): \_\_\_\_\_

*I understand that my child is responsible for all work missed, in accordance with the Lower School Handbook policies.*

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_