



Pre-Excused Absence Form

The following form is to be used for a planned absence from school and should be filled out at least **3 DAYS PRIOR** to the anticipated absence. After filling out, please email the form to angie.holland@sfcakings.org. Upon receipt, she will forward to the appropriate administrator for approval.

Student Name _____

Homeroom Teacher _____

Date(s) of absence _____

State reason of absence (vacation, education, etc., and give destination)

I understand that it will be the responsibility of my child/children to obtain work from teachers and complete any pre-assigned work (in advance when possible) and to make up any missed tests or quizzes.

Parent Signature _____ Date _____

Please take note of the following when planning an absence.

Attendance is essential to a student's academic success, and students are required to attend all classes, activities, retreats, and field trips during school hours. In accordance with the State of Florida guidelines, students who miss more than 15 days within a semester will be subject to academic penalty. (Please refer to the student handbook for further explanation.)

Please be aware that sending in a note does not automatically excuse a student's absence. Only the school administration is authorized to excuse a student's absence. Parents will be contacted ONLY if an absence HAS NOT been excused.

Administrator's Signature _____

Approved _____ Denied _____

Southwest Florida Christian Academy, a ministry of McGregor Baptist Church, will partner with Christian parents to provide their children with a distinctively biblical and academically excellent education that will equip students to be godly leaders and to successfully engage the culture for Christ.