



# MERCY CULTURE

PREPARATORY

## Planned/Extended Absence Request Form

At MC Prep we have plenty of extended days off throughout the academic school year such as Fall Break, Thanksgiving Break, Winter Break, Spring Break, and of course the whole summer off. We recommend that trips be scheduled during school holidays. When a family chooses to take time off school outside of emergency/illness, we consider this a voluntary absence. Depending on the nature of the absence this would be excused or unexcused.

Regardless of the nature of the absence, this form must be completed, signed and submitted to the principal (vacations) or to Head of School (mission's trips) for approval at least two week in advance. Once approved, the next step would be to reach out to the teacher/s at least 7 days in advance for schoolwork (please recognize it takes time for a teacher to prepare work in advance for one student). Make-up work should be done before leaving or brought back with the student by the second day the student returns to school. Voluntarily absences are not to exceed 5 school days (No make-up work will be provided beyond that – this will result in zero's if the family chooses to be out more than the timeframe mentioned above).

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Teacher/s: \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Dates of Absence: \_\_\_\_\_

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

Parent Name: \_\_\_\_\_

Parent Phone#: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

Parent Email: \_\_\_\_\_

I \_\_\_\_\_, parent of \_\_\_\_\_ acknowledge the nature of the absence is Family Vacation (UNEXCUSED) or Ministry/Mission's Trip (EXCUSED). It is my responsibility to coordinate with my student's teacher/s regarding make-up work. \_\_\_\_\_  
Circle One Initial Here

If this is a mission's trip, what ministry are you partnering with: \_\_\_\_\_

### FOR ADMINISTRATIVE USE ONLY

Approved \_\_\_\_\_ Declined \_\_\_\_\_ By: \_\_\_\_\_

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