

# Town East Christian School

---

## Prearranged Absence Form

\_\_\_\_\_ (Date)

Dear Teacher,

Please be advised that we are prearranging for \_\_\_\_\_ (Student Name),  
in the \_\_\_\_\_ (Grade) to be absent on \_\_\_\_\_ (Date/s). Please let us  
know which assignments need to be done in order to stay current. Thank you for your trouble.

Respectfully,

\_\_\_\_\_ (Parent Signature)

Subject	Assignment	Initials

\_\_\_\_\_ (Office Signature)

*Note: Please return this form to the office. One form is needed for each child. Most prearranged absences are approved and excused. A 24 hour notice is required!*