



## Round Rock Christian Academy Pre-Notification of Absence – Elementary Students

<b>Date Submitted</b>	
<b>Student Name</b>	
<b>Student Grade / Teacher</b>	
<b>Dates to be Absent</b>	
<b>Reason for Absence</b>	
<b>Parent Signature</b>	

*Please submit to the front office at least one week prior to the scheduled absence.*

It is the student's responsibility to get all of their assignments and to complete them during the absence.

**All work must be turned in on the day of your return or you will receive a zero.**

**Tests must be completed within 3 days.**

Subject	Assignments	Make Up Tests	Teacher Initials
Spelling			
Handwriting			
Reading			
Language Arts			
Bible Memory			
Math			
History			
Science			

*Teachers, if you need more room for assignments, please write them on the back of this sheet.*

<b>Permission Granted</b>		<b>Permission Denied</b>	
<b>Principal Signature</b>			