



Round Rock Christian Academy

Pre-Notification of Absence—Elementary Students

Please submit this form to the RRCA office at least one week before the scheduled absence. If you would like more time to complete assignments prior to your trip, submit the form two weeks in advance.

Date:	
Student Name:	
Student Grade/Teacher:	
Dates to be Absent:	
Reason for Absence:	
Parent Signature:	

It is the student's responsibility to get all of their assignments and to complete them during the absence. **All work should be turned in within one week of your return.**

Tests should be completed within 3 days.

SUBJECT	ASSIGNMENTS	MAKE UP TESTS	Teacher Initials
Spelling			
Handwriting			
Reading			
Language Arts			
Bible Memory			
Math			
History			
Science/Health			

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

Permission Granted (initial and date)	
Permission Denied (initial and date)	
Principal Signature	