



Cypress Christian Schools

For office use only: Entered in FACTS Submitted to Dean of Students Notes:

Extended Student Absence Form

CCS recognizes the fact that circumstances may lead to students needing to take an extended absence from school. This could include serious illness, medical procedure, and out of town funeral. If a family believes that their student will need to take an extended absence, please complete this form for each student who will be absent and submit to the school office as soon as is possible. This form will be reviewed by the administrator who will determine whether the request will be accepted.

Student Name: _____

Grade: _____ **Homeroom Teacher:** _____

Date Absence Begins: _____ **Date of Return:** _____

Reason for Absence:

Parent/Guardian Signature

Date

Administrator Approval

Date

Teacher Signature

Date