



KNOWN ABSENCE NOTIFICATION FORM

This form must be returned to the school office at least 5 school days prior to your child's planned absence.

Student Name: _____ Grade: _____

has requested absence from school on _____ (Dates)

for the purpose of _____ (Reason)

We, the parents/guardians of the above GCA student, understand the following: Administrative acknowledgement of receipt of this request does not equate to an excused absence. **Only those absences listed on the excused absence list in the Parent/Student Handbook can be considered excused.** Assignments may be requested in advance, but they will only reflect the assignments available at the time of the request. GCA's work make-up policy for absences can be found in the Parent/Student Handbook.

Parent/Guardian Signature: _____ Date: _____ Phone: _____

6th – 12th grade students: Please list all the teacher(s)* to be notified of the planned absence.

Period	Subject	Teacher
1		
2		
3		
4		
5		

Period	Subject	Teacher
6		
7		
8		
9		
Other		

☐ Please check if you are requesting advanced homework.

School Office Use Only

Attendance Record: _____

Comments/Concerns: _____

Date Received: _____

☐ Teachers Notified

Administrator Acknowledgement: _____ Date: _____

Parent/Guardian notified by: _____ On: _____