



ASOCIACION CULTURAL INTERNACIONAL

Valencia, Venezuela

REQUEST FOR PRE-ARRANGED ABSENCES

Must be completed at least two (2) days in advance of the expected absence(s).

To: Ms. Mary J. Mikolji (Elementary Principal) and / or Mr. Eric Chicas (Secondary Principal)

Parent Name (please print): _____

Student Name(s): _____ Grade _____

_____ Grade _____

_____ Grade _____

Please be informed that my son or daughter will not be in school on the following date(s):

From: _____ To: _____

Reason for Absence(s):

It is appreciated if parents can attach to this form supporting documentation for the above absence(s) or send it with their child when he/she returns to school.

I realize my child must make up any missed work in compliance with the late work policy.

I have read the *CIC Attendance Policy*, found in the Student-Parent Handbook, and realize that any absence from school results in a negative impact on my child's learning.

Parent Signature: _____ Date: _____

<u>Unexcused and Total Absences</u>

Ms. Mary J. Mikolji, Elementary Principal

OR

Mr. Eric Chicas, Secondary Principal