



TRINITY CHRISTIAN SCHOOL

1022 S. Orange Blossom Trail, Apopka, FL 32703

407-886-0212 www.tcsapopka.org

Dear Parent/Guardian,

It is the policy of TCS that students who take vacations, extended days off, or non-emergency absences during school hours do so with the full understanding that they are responsible for the course work covered during their absence. Since a part of a student's evaluation may include daily contributions and activities, absence from school has a direct effect upon these areas. Due to the nature of some course work, it may not be possible to "make-up" all material covered. We are concerned that the above mentioned circumstances during class time will affect your child's progress. Pre-planned vacations, etc. must have prior approval from the principal.

Work that is given to a student is expected to be completed upon the student's return to school (unless otherwise pre-arranged with the teacher). Any additional work that was assigned during the absence period will need to be completed according to the policies in the TCS Parent/Student Handbook. Please email your child's teachers if you would like them to email you a list of your child's assignments. (email addresses can be found on RenWeb)

Raeann Johnson
Principal

Steps to be taken:

1. Parents: Complete the information below and sign the form. Return to the principal for approval
2. Principal: Give form to student.
3. Student: Inform each of your teachers of your pre-planned absence by showing them this form.
4. Teachers: Initial where applicable. The last teacher to initial will return this form to the Principal to record and file.

Parents:
 I understand the policy with regard to student absence, evaluation, and make-up work. My child, _____, will be absent from school for the purpose of _____ on the following dates: _____ to _____, inclusive.
 Parent/Guardian Signature: _____ Date: _____

Principal:
 Approval: Yes No (reason: _____) Signature: _____

Teachers:
 Period 1: _____ Period 2: _____ Period 3: _____ Period 4: _____ Period 5: _____
 Period 6: _____ Period 7: _____ Art: _____ Computer: _____