

# CCS PRE-ARRANGED ATTENDANCE FORM

Student Name: \_\_\_\_\_ Home Phone # \_\_\_\_\_

Date(s) of Attendance (must be a date of a satellite day): \_\_\_\_\_

When it is necessary for a UMS® student to be present on a satellite day, a prearranged attendance form should be picked up in the office at least two school days in advance. This form can also be downloaded at [www.citadelchristian.org](http://www.citadelchristian.org).

Reason for need to attend on-campus day:  Sibling on field trip       Parent work schedule  
 Extended parent illness       Other (reason): \_\_\_\_\_

## Comments

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Teacher Signature: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_

Administrator Signature \_\_\_\_\_ Date received \_\_\_\_\_

Parent Signature: \_\_\_\_\_ I agree to the following:

### Standard Procedures

- Fee is \$50 per day, per student. This will be added to your account.
- Student must be present for the entire school day.
- My child will be in standard dress code for the day.
- Advance notice must be given (except in cases of emergency nature) and approved.
- Available only for students in PK through 6<sup>th</sup> grade.

ATTENDANCE PHONE # 979-830-0991