Prior Approval Form

When a student knows he/she will incur a future absence from the CCI, he/she may submit this PRIOR APPROVAL FORM to the CCI administration. Before an approval will be considered by a CCI administrator, the approval form must be completed in its entirety. Upon approval, the student will work with his/her instructor as to what work will be made up, and when the work will be due.

Name of Student: ____________________________________

Date(s) of Anticipated Absence(s): ____________________________ Home School: _______________

Reason for Anticipated Absence(s): (Please check one of the following reasons)

_____ Pep Rally at Home School

   Time of pep rally: __________________

   Time of check-out from the CCI: _______________

   Base School Administrator's Signature of Approval: ___________________________

_____ Sports Activity (i.e. long-distance away game, tournament, etc.)

   Will you miss all of your CCI classes for this event? YES or NO

   If no, what time will you need to check out from the CCI? _______________

   Coach's Signature of Approval: __________________________________________

_____ Field Trip, etc. (please explain): ________________________________

   Will you miss all of your CCI classes for this event? YES or NO

   If no, what time will you need to check out from the CCI? _______________

= = = = = = = = = = = = = = = = = = = = = = = = = = = = = = = = = = = = = = = = = = = = = = = = = = = = = = = = = = = = =

Parent's Signature: _________________________________________________

CCI Instructor's Signature of Acknowledgement: _______________________________

CCI Administrator's Signature: ____________________________________________

_____ Excused

_____ Unexcused (instructor is not required to allow student to make-up work)

_____ Unexcused (with permission to make up work)