

Sample: Excused Absence Request Form-(required for every planned tardy or absence)

Absence date(s): _____ **Submission date:** _____
Student name: _____ (One sheet required for each student)
Teacher(s)name(s): _____
Destination/Reason/Purpose: _____

If travel, with whom: _____
Parent signature: _____

Since it is important for all students to be in the classroom as much as possible, we recommend that families plan vacations during the summer or Christmas break. While there is no perfect solution for an absentee policy, the best solution is for parents to understand the importance of their child being at school, striving for perfect attendance. Because absences become stressful for the teacher and the student due to work being done out of sequence, please avoid absences near the end of any school quarter.

Prayer is strongly encouraged before making a decision on removing any student from the classroom.

Excused Absence Procedure and Requirements:

1. Except in emergency situations, the Teacher and/or Administrator will need to be notified and given a completed absence request form **at least one week** prior to the desired absence.
2. Your request for an excused absence will be considered by the administrative committee (administrator, chairman, vice-chairman, and teacher.) Even though no absence request is guaranteed to be excused, a decision is made using the following criteria:
 - a. Three days are usually excused per year per student, without careful examination of the purpose of the absence, as long as a parent or legal guardian is present with the student on the day(s) they are off and grades are high enough to afford time off of school.
 - b. If additional days are requested, more careful consideration is given to the purpose of the request. Mission trips are given higher consideration than family trips. Educational trips may be given more consideration than taking off merely for pleasure and sport? Annual absence habits are discouraged.
3. Communication with the teacher is required, so that the students and parents know what is expected and when their work must be completed. Upon returning to school from a planned absence, the student may be required to supply the teacher with a written report about his/her time off.
4. Emergencies such as funerals, illnesses, extreme weather conditions, etc., are excused because they usually cannot be avoided. Non-emergency appointments, such as dental checkups or doctor visits during school hours should be avoided if possible. These types of appointments will still be excused and considered as emergencies.
5. **1st-6th Grade:** As compensation for the extra work load caused by absences that are not emergencies, it is suggested that the parent give the teacher a donation of approx. \$20.00 when returning the absence card.
6. **7th-12th Grade:** When a planned absence takes place, the student taking off, is required to find a responsible student to write down all his/her assignments. Upon his return, the student may not go to the teacher for his/her assignments.

Unexcused Absence Results (any absence that is not excused):

1. Unexcused absences will result in a 2% reduction in grades per quarter for all classes missed. Homework will still need to be completed and a donation is still suggested.
2. Excessive unexcused absences may result in dismissal from school.

Administrator Signature: _____ **Excused/Unexcused**