



Frederick Adventist Academy

Pre-Arranged Absence Request Form

Instructions: Please submit this form to the front office for approval by the principal at least one week in advance of the anticipated date(s) of absence. Parents and students agree that it is the student's responsibility to make up any missed academic work upon returning to school. Please refer to the Student Handbook for additional guidelines.

STUDENT Name: _____ Grade: _____

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STUDENT Name: _____ Grade: _____

DATE(S) OF ABSENCE: _____

REASON FOR ABSENCE: _____

LIST ANY EDUCATION ACTIVITIES THAT ARE PLANNED FOR THE TRIP: _____

PARENT NAME: _____

PARENT SIGNATURE: _____

DATE: _____

OFFICE USE ONLY:

TEACHER'S SIGNATURE: _____ DATE: _____

APPROVED BY: _____ DATE: _____

CHECK ONE: _____ EXCUSED

_____ UNEXCUSED

Total # of previous absences to date: _____



PREARRANGED LEAVE OF ABSENCE

Frederick Adventist Academy supports quality family time and encourages families to plan their family vacations during scheduled school vacations. Missing multiple days of school has a negative impact on a student's educational experience. Valuable class interaction is missed when absences occur. When planning vacations, parents need to consider the following policy:

A pre-arranged absence request must be submitted to the teacher in advance of the planned absence/s. Students will be granted no more than five (5) pre-arranged absences each year. Upon approval from administration, the student will be responsible to collect, complete, and turn in any assignments, projects, and tests before leaving, or when he/she returns per classroom policy. Full credit is given only if the above criterion is met. When a student misses school due to a pre-arranged absence, the parent is responsible for providing instruction in all missed class work. Teacher directed activities such as presentations, debates, experiments, etc. cannot be made up. Absences in excess of the approved five day limit will be subject to classroom attendance and late work policies.

Teachers are not expected to repeat class work/instruction for unexcused absences and students may not receive full credit for such assignments.

EXCUSED ABSENCES

Excused absences and tardiness will be granted for the following reasons:

- Medical/legal appointments involving the student
- Personal illness/injury
- Death in the immediate family
- School Trips
- Individual situations that are declared by the administration to be of an emergent nature

UNEXCUSED ABSENCES

We realize parents do take their children out of school for reasons other than those stated above. Please realize this is an unexcused absence.