

# A B S E N T E E I S M F O R M

**DATE -** \_\_\_\_\_

**NAME OF STUDENT:**

\_\_\_\_\_

**DATE OF ABSENCE:** \_\_\_\_\_

**REASON FOR ABSENCE:**

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## **PLEASE BE AWARE OF HANDBOOK REGULATION CONCERNING UNEXCUSED ABSENCES:**

UNEXCUSED ABSENCES - In general, students absent from school with the knowledge of the parents, but without having made advance arrangements with the school, and/or for reasons unacceptable to the school, will be considered "unexcused."

The school acknowledges the right of parents to control their children's activities and education; however, the parents must acknowledge that an educational institution, of which the student and parent have asked to be a part, must have control over the program. Punctuality and attendance are necessary for this program to work properly, and so are areas over which we must have some control.

When an absence is unexcused, all work that the teacher deems necessary for academic progress must be made up (Students will be given a one percent (1%) penalty on their quarter grade for each day of unexcused absence per class.) Students with excessive unexcused absences may be dismissed from the school

**THIS FORM SHOULD BE EMAILED OR HANDED IN UPON THE STUDENT'S RETURN TO SCHOOL AFTER AN ABSENCE OF ANY KIND WITH THE EXCEPTION OF PERSONAL DAYS WHICH ARE PREAPPROVED.**