



SCHEDULED ABSENCE FORM

Envision Science Academy encourages parents to only allow their children to miss school for worthy reasons. This *SCHEDULED ABSENCE* form should be signed by parents/guardians and all teachers, then submitted to ESA administrators **at least 3 school days** prior to all scheduled absence from school.

Submission of this form does not mean that the absence will automatically be identified as “excused,” as they are only “excused” if the student cannot attend school due to one of the “lawful absence” reasons identified by the State of North Carolina: illness/injury, quarantine, death in the immediate family, medical appointments, court proceedings, religious observance (2 per year), educational opportunity (with documentation), or the military deployment of the parent or guardian.

Whether the scheduled (and approved) absence is “excused” or “unexcused,” any student projects or assignments due during the absence must be turned in prior to the known absence. Any tests or quizzes administered during the absence will be given to the student either on the last day before their absence or on the first day they return, at the discretion of the teacher. All missed class/home work must be completed during the absence and turned in to the teacher on the first day the student returns to school. Also, to protect the integrity of any missed assessments, teachers may provide students with an alternate version of the test or quiz. Pre-arranged absences will not be approved during standardized or achievement testing days.

Student’s Name _____ Grade _____

Date(s) of Scheduled Absence _____

Reason for Absence _____

Parent/Guardian’s Signature _____ Date _____

<u>Teacher’s Signature</u>	<u>Comments/Work Due</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Absence is (Circle One) EXCUSED UNEXCUSED	
Administrator’s Signature _____	Date _____