



PLANNED ABSENCE FORM

Class attendance is a basic requirement for academic success and earning credits steadily toward graduation. Classroom instruction and discussions are important parts of each course. When a student misses class, that part of the instruction cannot be replaced. Attendance is an important component of learning. In an adult world, good attendance at work is also expected and required. Parents have an interest and responsibility to help the school ensure their students' attendance. *(Thornton Academy Attendance Policy)*

Any student who accumulates **seven absences in a semester-long course**, excused or unexcused, may not receive credit in that class towards graduation. Please confirm attendance status before submitting.

FMI: See the TA Attendance Policy, located in the Upper School Student Handbook on every student's iPad and online at www.thorntonacademy.org/policies

A planned absence for a personal or educational purpose that has been approved in advance is an excused absence. Such absences will count toward attendance totals and loss of credit. In the event of a medical absence, please provide any additional medical documentation. This form must be completed and returned to the Deans' Office at least five days prior to the first day of the planned absence.

The student should complete the 2nd page of this form prior to parent/guardian signature.

TO: Dean, Thornton Academy

We acknowledge that _____ will be on a planned
(print student's first and last name)

absence from _____ to _____.
(date) (date)

Realizing that our student will miss _____ day(s) of school, we clearly understand that it is his/her responsibility to arrange for the make-up of work missed in all classes, and that these absences will count toward the loss of credit.

(Parent/Guardian signature)

(Dean signature)

(date submitted)

**STUDENTS should take this form to all academic classes prior to departure.
Homework/assignments or class material has been reviewed with the following teachers.**

Student will be missing ___ Maroon days and ___ Gold days.

Maroon 1 _____
Teacher's signature _____ *Date* _____ *# of absences to date*

Material provided Material online Will schedule make-up on return

Maroon 2 _____
Teacher's signature _____ *Date* _____ *# of absences to date*

Material provided Material online Will schedule make-up on return

Maroon 3 _____
Teacher's signature _____ *Date* _____ *# of absences to date*

Material provided Material online Will schedule make-up on return

Maroon 4 _____
Teacher's signature _____ *Date* _____ *# of absences to date*

Material provided Material online Will schedule make-up on return

Gold 1 _____
Teacher's signature _____ *Date* _____ *# of absences to date*

Material provided Material online Will schedule make-up on return

Gold 2 _____
Teacher's signature _____ *Date* _____ *# of absences to date*

Material provided Material online Will schedule make-up on return

Gold 3 _____
Teacher's signature _____ *Date* _____ *# of absences to date*

Material provided Material online Will schedule make-up on return

Gold 4 _____
Teacher's signature _____ *Date* _____ *# of absences to date*

Material provided Material online Will schedule make-up on return