

**The Classical Academy Junior High School  
Pre-Arranged Absence Notification Form**

Please Read and Complete Sections 1 – 3 and submit

An administrator determines if pre-arranged absences are **excused** or **unexcused** absences per AD20 Policy JH. This policy highlights some of the negative impact extended absences may have: “One criteria of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence.”

To help you in planning your absences, please understand that typically after 6 absences in a semester, only absences for Excused Illness, Medical Appointment, Weather, or Family Emergencies will be considered excused.

**1. Absence Information:**

- a. Student Name: \_\_\_\_\_ Phone: \_\_\_\_\_
- b. Date(s) of proposed absence: \_\_\_\_\_
- c. Reason for absence: \_\_\_\_\_
- d. Parent signature: \_\_\_\_\_

I understand that I am responsible for getting my assignments from the Junior High Grade Level Assignment page on the TCA website.

I understand that work due, missed, or assigned during *unexcused* absences cannot be submitted for credit. If this absence is deemed excused, I understand that I am responsible to hand in all assignments the day I return to campus. Regular late work guidelines apply after the first day back to school.

I have contacted my teachers to let them know that I will be away from school.

\_\_\_\_\_  
Student's Signature Date

**2. Homework During Your Absence:**

Assignments are posted weekly on Monday for the week ahead and can be found on the Junior High Grade Level Assignment page on the TCA website. Please see the Junior High Office before you start your Pre-Arranged absence if you need help locating the Assignments page. Work due, missed, or assigned during *unexcused* absences cannot be submitted for credit. If your absence is not approved as an excused absence, you may still submit your work for feedback on content mastery.

**3. Give the form to your front office for review by an administrator.**

<b>Junior High Office Review</b>	Updated 09/04/2024
<b>Date Received:</b> _____	<b>Number of absences prior to proposed absence:</b> _____
<b>Determination:</b> ___ Excused Absence ___ Unexcused Absence	
<b>Notes:</b>	<b>Admin:</b> _____