



## EXCUSED ABSENSE REQUEST

Regular school attendance is mandatory for the growth and success of the students. At New Hope Academy, the exceptional learning environment is undermined, and the students and teachers are penalized when a student is absent. Therefore, students are expected to be present each day that school is in session. Excessive excused and/or unexcused absences are strongly discouraged. When students have more than 10 absences in one semester, the parents must meet with the Academic Director or Senior Leadership to determine a plan of action. If the student is absent for more than 20 or more instructional days for one school year, the student has not met the required instructional days for a school year and may not be promoted to the next grade. If a student is absent on a school day, the student will not be allowed to participate in after-school clubs or sports activities. A student may, however, attend a scheduled doctor's appointment and/or required testing session and still attend after-school activities. Absences will be classified as excused or unexcused. These categories are described in further detail below.

### **Excused Absences**

- Illness of the student. If the absence exceeds three consecutive days, a physician's note is required.
- Illness in the immediate family, which requires absence of the student from school.
- Death in the family. Absence should not exceed five days.
- Religious holidays observed by persons of the student's faith.
- Absences for other reasons may be excused if, in judgment of the administration, the circumstances warrant.

### **Unexcused Absences**

- Absences that are not in one of the excused categories above.
- Family vacations are considered unexcused, unless there are extraordinary circumstances and prior approval was granted by the Academic Director.
- Students who have had five unexcused absences within a school year will be out of compliance with school policy.
- Unexcused absences may result in earning a "zero" on assignments missed that day.

### **Notification of Absences**

On days when a student is sick or unavoidably absent, a parent should call or email the school office at [frontoffice@nhafranklin.org](mailto:frontoffice@nhafranklin.org) no later than 9am on the day of the absence. Parents/guardians must notify the classroom teacher and the school office personnel in writing (i.e, email or handwritten note) in advance of planned absences for physician, dental or other important appointments.

### **Extended Absences**

Extended absences that are not related to illness or a family emergency are discouraged. If you know that your son or daughter will miss two or more days of school, call or email the classroom teacher and the front office at [frontoffice@nhafranklin.org](mailto:frontoffice@nhafranklin.org) well in advance or as soon as you know. The teacher needs to be aware of extended absences so educational remediation can be planned.

### Makeup Work for Absences

Homework can be prepared and in the school office by 3:00pm on the day of the absence when requested by 9am. Otherwise, each student's missed assignments will be given to the student on the day of his/her return to school. The teacher is responsible for specifying the due date for missed work. All students are expected to make up all missed assignments unless special circumstances cause homework to be excused by the student's teacher. If work is completed within the assigned time frame, the student's work will be accepted by the teacher.

- For an excused absence, the student will have (1) calendar day for every school day missed to complete make-up work. Pre-arranged excused absence work is due as scheduled with teachers.
- For an unexcused absence, the student must be prepared to take all missed tests and quizzes and to turn in all missed work on the day the student returns to class. The student must also be ready for the current day's assignments. Tests, quizzes and missed work not completed and turned in on the day the student returns to class will be subject to a grade reduction. A 10% grade reduction will be made for each additional day the assignments are late. Classwork and participation grades due on the day or days of unexcused absences will receive no credit for each day of class missed. Teachers have the discretion to reschedule make-up work.

| Student Name | Student Grade and Homeroom |
|--------------|----------------------------|
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Reason for Absence: \_\_\_\_\_

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Parent Name: \_\_\_\_\_

Parent Email: \_\_\_\_\_

Parent Phone: \_\_\_\_\_

I understand that I am responsible for any learning outcomes missed during this absence.

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_