

Shore Christian Academy
Student Absence Notification Form

Class attendance is essential to success as a student. Understanding that opportunities that will enrich a student's life will become available during the school year, parents should allow their children to miss school only for the worthiest reasons.

An **Absence Notification Form** must be completed and signed by the parent or guardian for **ANY** school absence. In instances where there is prior knowledge of the absence, the form should be submitted at least **4 days prior** to the planned absence in order to give the teacher adequate time to prepare assignments, tests, etc. Pre-assigned work (such as reports or projects due during the absence) should be submitted before the student leaves. Daily work which has been assigned before the student leaves for a pre-planned absence will be due the day the student returns or in a timely manner as determined by the teacher.

According to our attendance policy, absences will be excused or unexcused based on the criteria set forth in the Student Handbook.

Student's Name: _____ Grade _____

Date(s) of Absence: _____

Type of Absence:

- ___ Full Day(s) Absence
- ___ Tardy
- ___ Early Dismissal, Time _____

Name of person picking up student if other than parent: _____

Reason for Absence:

- ___ Illness or Injury
- ___ Quarantine
- ___ Death in the Immediate Family
- ___ Medical or Dental Appointment (Please submit documentation from doctor's office.)
- ___ Court or Administrative Proceedings
- ___ Religious Observance
- ___ Emergency (Please describe) _____
- ___ Pre-Approved Excused Activity (Please complete **Request for Excused Activity Absence Form**)
- ___ Other (Unexcused)

Parent/Guardian Signature: _____ Date _____

For Staff of Shore Christian Academy Use Only

Teacher(s) Signature(s): _____

Comments/Work Due: _____

Received by SCA Office Date: _____ **Excused** **Unexcused**

Administrator/Designee's Signature _____

Shore Christian Academy
Request for Excused Activity Absence

For an excused absence for an educational, travel, or other opportunity, the reason for the absence should be important and valuable to the student and family. Signing this form documents that this absence is for valid purposes. No student will be approved for more than two excused activities to be taken within one school year, and a student may not be absent for more than 5 days within a school year due to excused activities.

Shore Christian Academy recognizes the value of family vacations and encourages families to enjoy vacations together. At the same time, Shore Christian Academy strongly discourages the removing of students from school for vacation other than for extenuating circumstances. Families have many options for when they can schedule a family vacation without having to have their student(s) miss school and are encouraged to schedule vacations accordingly.

Requirements for Attaining Approval for Excused Activities

All of the following requirements on the front and back of this paper must be completed and turned in to the school office at least four days prior to the absence.

As the parent or guardian of _____, I state that the absence from
(Student's Name)

from school for the dates of _____ is an important and valuable
(Date(s) of Absence)

opportunity to my child and/or our family necessitating this absence.

Signature of Parent or Guardian: _____

Please briefly describe the opportunity or activity:

For Staff of Shore Christian Academy Use Only

Request for excused absence was:

Approved

Not Approved

Administrator/Designee's Signature
