



Student Absence Request Form

Student Name: _____ Date Submitted to FPA: _____

Grade: _____ Teacher: _____

Date/s of Absence: _____

Reason or Purpose for Absence: _____

Parent Signature

* * * * *

FPA Use:

Teacher Response: _____

Teacher Signature: _____ Date: _____

Administrator Response: _____

Administrator Signature: _____ Date: _____

The Academy Policy as published in the Parent-Student Handbook:

Pre-Scheduled Family Vacation

If it is necessary for a family to keep a student from attending school for a family trip or vacation, the following procedure is to be followed:

1. Notify the office of the dates on which the student will miss school at least two weeks in advance in writing using the *Absent Request Form*.
2. The teacher will identify the impact of the student missing those specific dates of class. We request that vacations not be taken at the end of a grading period.
3. Some work may be given to students before vacation. Assignments missed during family trips or vacation will be provided upon return to school. Students will have the number of days missed to complete the required work. Makeup tests will be given at the discretion of the teacher.