



ESCONDIDO ADVENTIST ACADEMY

Elementary Pre-Arranged Absence Form

According to the EAA Attendance Policy approved by our school board, there are four reasons a student's absence from school is automatically excused. They are:

- illness of the student
- death in the immediate family
- unavoidable medical or dental appointment
- mandatory court appearance

Because we are aware that there may be times when a student must be absent for reasons other than those stated as above, we have provided for a pre-arranged absence form to be filled out. This enables the teacher and parent to discuss, prior to the absence, any impact the absence might have on the student's academic performance.

This form must be filled out and returned to the teacher at least *one week* prior to the absence in order for the absence to be excused. *Any absences that are not legally excusable or have not been pre-arranged will be considered unexcused absences.*

The balance between 1) the value of doing an assignment and, 2) learning responsibility for turning an assignment in on time changes as students advance through our educational system. A foundation for future learning is critical in the primary grades and, thus, teachers are more concerned with ensuring that students complete their assignments regardless of the circumstances for missing them. When possible, arrangements should be made to complete work ahead of time. All other work missed must be completed either during the absence or after the student returns.

Please fill out the information below and bring this form in to the teacher at least one week prior to the planned absence.

Student Name: _____ Date Submitted: _____

Date(s) of absence: _____ to _____

Reason for absence: _____

Student Signature

Date

Parent Signature

Date

Teacher Signature

Date