



ESCONDIDO ADVENTIST ACADEMY

Middle School Pre-Arranged Absence Report Form

Regular attendance and punctuality to all classes is a critical factor in achieving educational success at Escondido Adventist Academy. Our society is highly time dependent and we must train students to function in it. Students who are absent from classes miss a variety of significant learning experiences and may suffer a proportionate decline in academic achievement. Even the best students cannot make up work on their own when they did not have the benefit of classroom instruction, especially if they miss a test, lab, or introduction to a unit. Parents should endeavor to confine trips and vacations to school vacation days only. Therefore, EAA has instituted an Attendance Policy which can be read in its entirety on pages 7-8 of the *Student Handbook*.

There are four reasons a student's absence from school is automatically excused. They are:

- ❖ *Medical and Dental Appointments*
- ❖ *Death in the Immediate*
- ❖ *Personal Illness or Injury*
- ❖ *Mandatory Court Appointment*

Because we are aware that may be times when a student must be absent for reasons other than those states as excusable, we have provided for this *pre-arranged absence form*. This enables the teacher and parent to discuss, prior to the absence, the impact the absence will have on the student's academic performance. This form must be filled out and returned to the registrar at least one week prior to the absence.

ABSENCE INFORMATION: (To be completed prior & submitted *one week before* the absence.)

STUDENT: _____ DATE(S) OF ABSENCE: _____

REASON FOR ABSENCE: _____

COURSE	GRADE	ASSIGNMENTS MISSING	TEACHER COMMENTS	TCHR SIGN
Bible				
Math				
Computers				
Spanish				
Social Studies				
Science				
Reading				
English				
Spelling				

Parent Signature

Date