

Upper Columbia Academy
Absence Request Form

Today's Date _____

1. **Student-** Boys' Dorm Girls' Dorm Village

I, _____, am requesting permission to be excused from school
from ___/___/___ (date) S M Tu W Th F Sa (Circle one) at _____ a.m/p.m. (Time),
until ___/___/___ (date) S M Tu W Th F Sa (Circle one) at _____ a.m/p.m. (Time), for the following reason:

I have read the information on the back of this form and understand that I need to make arrangements in advance with my teachers for assignments I may be missing

Student's Signature _____

2. **Dormitory Dean (Dorm) or Attendance (Day)**

This student has been given permission to request an absence. ***This is not an approval of the absence.***

Staff Signature _____ Date _____

(Sign after parental contact)

3. **Teacher** (of classes to be missed) ***This is not an approval of the absence.***

Please indicate the student's class absences to date this quarter and his/her current grade if they are of concern to you. Your comments will be helpful to the ADCO. Your signature indicates they have made arrangements with you.

Class (Student fills in this column)	Total Absences	Current Grade	Comments	Teacher's Signature

4. **Work Supervisor** (if work will be missed) ***This is not an approval of the absence.***

Please indicate whether or not you are in favor of the above mentioned student missing work for the reason stated.

Yes/No Work Supervisor's Signature _____ Date _____

5. **Music Dept.** (Only if missing class or concert) ***This is not an approval of the absence.***

Music Dept. Signature _____ Date _____

6. **Registrar** (only if missing class or music) ***This is not an approval of the absence.***

This student is enrolled in no other classes except those outlined above.

Registrar's Signature _____ Date _____

Request Approval Denied EA FT AA SI

Administration Signature _____ Date _____

Absence Request Notes

- Students are asked to make arrangements for absences ahead of time. Teachers are not required to provide make up tests or quizzes for absences that have not been arranged ahead of time.
- Teachers do not excuse classes. Their notes and signature let the attendance office know that you have communicated with them so that an informed decision can be made regarding the absence request. The absence request is not approved until the entire absence request process is completed and final approval is given by ADCO.
- State law requires that more than seven (7) absences in any class in a quarter, for any reason other than administratively excused absences (AA), will result in the student being dropped from the class.
- There are 5 different classifications of absences:
 - Unexcused Absences (UA)
 - Excused Absences (EA)—primarily used for deaths in the immediate family, mandatory court appearances, and medical appointments. Medical appointments should be scheduled during home leaves or outside of class times unless approved by the nurse or deans.
 - Sick (SI)—Sick List. Requires approval from the nurse (dorm or day), dean (dorm), or parent (day). Students who stay home due to illness for more than one day are required to contact the school nurse for approval. The school nurse can be reached by leaving a message for a return call with the principal's office.
 - Family Time (FT)—Family activities that cannot be scheduled outside of class time, such as weddings or family reunions, may be excused with prior arrangements. Up to (5) five days may be used if transportation home is with an immediate family member. Any time missed from the classroom will affect a student's academic achievement.
 - Administratively Excused (AA) - Absences for school required activities such as tour and testing are administratively excused. Students are considered present in classes missed.