

Upper Columbia Academy  
**Absence Request Form**

Today's Date \_\_\_\_\_

1. **Student-**  Boy's Dorm  Girl's 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 Officer(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 is 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  Travel

Administration Signature \_\_\_\_\_ Date \_\_\_\_\_

## Absence Request Form

- Students are asked to make arrangements for absence 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 may 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.