



# Southeastern

## CHRISTIAN ACADEMY

### Planned Absence Notification

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_

Requested Dates \_\_\_\_\_ Number of School Days Requested \_\_\_\_\_

**Reason for Absence:**

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**Planned Absence**

The compulsory attendance law does not condone or encourage unnecessary absence for any reason. However, it does leave some flexibility for school administrators to permit planned absences. Accordingly, students at SCA may be allowed planned absences during a school year for reasons such as family vacations and non-school sponsored educational activities, per the following guidelines:

1. A Planned Absence Notification form must be completed prior to the period of absence.
2. Planned absences for the student must not exceed five (5) school days cumulatively in the course of a school year. (Planned absences in excess of five (5) days will be recorded as Unexcused.)
3. The student and parents should expect extended absences to have a negative impact on the student's grades.
4. Students may make up assignments, quizzes, and tests under these conditions:
  - a. Assignments may be secured from the teacher in advance. Teachers will endeavor to provide students with work for the period of planned absence; however, teaching responsibilities may not permit the preparation of assignments in advance.
  - b. Assignments obtained in advance are due on the second day of class following the absence period.
  - c. If assignments are not obtained in advance, the student will be allowed one (1) day per day of absence to make up work. However, the student will also be responsible for keeping up with current assignments during the same period that he/she is making up missed assignments.
  - d. Work turned in after the allotted period of time will be considered late and may result in point deductions or a grade of zero (0) on the assignment, according to the teacher's grading policy.
  - e. The student and parents must arrange to make up tests and quizzes after school or otherwise outside of instructional time.
  - f. UNDER NO CIRCUMSTANCES SHALL THE TEACHER BE EXPECTED TO PROVIDE MAKEUP TUTORING. The student and parents will be solely responsible for ensuring that the student learns the material taught during the period of absence.
  - g. Makeup testing for the IOWA Assessment will not be offered for planned absences.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_