



THE ATONEMENT ACADEMY Notification of Planned Absence

Terms and conditions for Planned Absence when school is in session:

1. **For teacher planning purposes**, this form must be completed and submitted to the Dean of Students preferably two weeks (14 days) in advance of the beginning date of the requested Planned Absence. Please fill out a separate request for each student.
2. If this request is for an absence in excess of five (5) school days, it will be considered an extended leave of absence. It is the student's and parents' responsibility to formulate an academic plan to maintain continuity of instruction in all classes.
3. There will be no excused absences approved during weeks of standardized testing, semester exams, or for student who are having academic difficulties, (i.e. Below a C in once or more classes.
4. All book reports, research papers, or projects due during the requested leave must be turned in prior to the absence.

A. Fill out the portion below and submit to the office:

Student name: _____

Grade level: _____ Dates of Requested Absence: _____

Reason for Absence (see other side): _____

I have read and agree to the above listed terms and conditions.

Parent signature: _____ Date: _____

Dean of Student signature: _____ Unexcused__ Excused__

B. (For Middle and Upper School only) after the Dean of Students has signed the form, the student must take it to each teacher for notification and endorsement. The completed form is turned in to the attendance office.

I have notified my teachers of my absence and obtained my teacher's initials for each class period:

1st _____ 2nd _____ 4th _____ 5th _____ 6th _____ 7th _____ 8th _____

****TEACHERS: DO NOT INITIAL UNLESS ALL OF THE ABOVE INFORMATION IS COMPLETE.****

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Indicate the reason for an **excused absence**:

- Surgery or medical procedure (attach physician's note)
- Out of state funeral of close relative (list relation to student): _____
- Serious illness of close relative (list relation to student): _____
- College visit (Name of College): _____
- Educational experience: _____

Which academic course would this educational experience enhance? _____

Other (be specific): _____

Unexcused absence:

- Family vacation
- Celebration (wedding, birthday, graduation, reunion, etc.)
- Other (be specific): _____

From the Handbook:

5.4.3 Excused Absences

All absences will be marked as unexcused until the office receives written notification describing the reason for the absence. The appropriate form may be found on The Academy website. **In addition to excused planned absences for a pre-approved college visit or an educational experience relevant to the classical curriculum,** student absences may be excused in the event of personal illness, sickness or death in the family, quarantine, an appointment with a health professional, or a natural disaster. In cases of extended absences of three or more days attributed to health reasons, The Academy may in its discretion require credible documentation from a health professional. Parents should submit a written request for a planned absence to the office. **Note: The administration determines whether or not a Planned Absence will be considered excused.**

To request an absence or explain the reason for a previous absence, the following forms may be found on The Academy website:

- Request for Excused Absence Form
- Unplanned Absence Form

5.4.4 Unexcused Absences

Any absence that does not meet the criteria for an excused absence is considered to be an unexcused absence. A student with three or more unexcused absences will be assigned to Detention Hall (see Discipline—Detention Hall). In order to discourage frequent absenteeism, appropriate actions will be taken if a student is frequently kept out of school for unexcused reasons.