



# THE ATONEMENT ACADEMY

## Request for Excused Absence Form

Terms and conditions for vacation/leave when school is in session:

1. This form must be completed and submitted to the division (Lower, Middle, or Upper) administrator no less than two weeks (14 days) in advance of the beginning date of the requested vacation/leave. If families have students in more than one division, they must submit a *Request for Excused Absence Form* to each division administrator.
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, final exams, or for students who are having academic difficulties, (i.e. Below a C in one or more classes).
4. If a book report, research paper, or project is due during the requested vacation time, the student must turn in said assignment/s before leaving.

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**A. Fill out the portion below and submit to the office for division administrator's decision.**

Student Name: \_\_\_\_\_

Dates of Requested Absence: \_\_\_\_\_

Reason for Absence (be specific): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_ Unexcused \_\_\_\_\_ Excused \_\_\_\_\_

**B. After the appropriate administrator has signed the form, the student must take it to each teacher for notification and endorsement. Return this form to the office. (For Middle and Upper School students only).**

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

1st \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_ 4th \_\_\_\_\_ 5th \_\_\_\_\_ 6th \_\_\_\_\_ 7th \_\_\_\_\_ 8th \_\_\_\_\_