



THE A CLASSICAL
CHRISTIAN ACADEMY
OAKS

EXCUSED ABSENCE FORM

Student(s) Names(s): _____

Dates Student Will Be Absent: From: _____ To: _____

Reason for Absence:

Parent Signature

Date

Please check with student's teacher(s) to receive any homework assignments. If the student(s) will be gone during a scheduled test, the student(s) may be required to take the test before the absence, unless other arrangements are made with the teacher. Be sure to check with all the teachers your student(s) have: Classroom, Latin, P.E., Music, etc. Thank you.

Please return the form to the school office three days before scheduled absence.

ATTENDANCE POLICY

A student enrolled in The Oaks is expected to be present and on time in school every day school is in session. The actual number of days school is in session will be determined by the yearly school calendar. Students are also expected to attend and complete all requirements for every course offered. Attendance records for the students are recorded by the classroom teacher, available on the online gradebook platform, and reported on the student's report card each quarter.

1. **Short-Term Absences:** If a student needs to be absent from school for one to two days, for any reason, the parents should turn in an Excused Absence Form to the school office and notify the appropriate teachers three days in advance.
2. **Long-Term Absences:** If a student needs to be absent for three or more consecutive days, the parents should notify the school by turning in the Excused Absence Form with an explanation of the circumstances, as well as contacting the appropriate teachers. This will permit the teacher(s) to compile the necessary schoolwork which the student would otherwise miss. Notification should be made at least three days in advance.
3. **Extended Absences:** We will gladly cooperate with families taking their children from school for vacations, hunting trips, etc. However, when extended absences are voluntary (versus emergency or illness) we expect all schoolwork to be completed. We recommend that prior to any planned extended absence, the student(s) work ahead as much as possible. This eliminates both the need to work on vacation and doing a significant amount of make-up work.
4. **Maximum Absences:** In the event the total number of planned (that is, parent-approved) absences for one quarter is equal to or exceeds five days in one quarter or ten days for the semester, the student may not receive credit for that time period.

In the event a student is absent from a class, or from school, for more than ten days during one quarter (for any reason), the student's parents will meet with the respective Dean (and teacher(s) if necessary) to determine whether the student will receive a letter grade, or a grade of P (pass) or F (fail) on his report card.

In the event the total number of absences, whether planned or unplanned, is equal to or exceeds ten days in one semester, the student may not receive credit for that semester as determined by the Head of School.

5. **Excused Absence Procedures:** The Oaks asks that all parents follow the excused absence procedures when a student will be absent from school for various known or scheduled reasons. An Excused Absence Form can be obtained from the school office and should be filled out and returned to the school office three days prior to the scheduled absence. Parents are also responsible for contacting all the appropriate teachers in order to receive homework assignments due during the absence. If a student is planning on being gone during a scheduled test/quiz, the student may be required to take the test/quiz prior to their absence or arrange with the teacher an appropriate make-up time for the test/quiz to be administered.

Please note: Appropriate teachers include Classroom, Latin, Music, and P.E. teachers.