



Planned Pre-Approved Absence Request

Being present each day is important to student learning. We understand that sometimes absences are unavoidable and when making a request for a planned absence, please consider that absent students miss experiences and instruction that cannot be fully recaptured. MCA will accept parent notes to excuse an illness, personal, or pre-approved absence for no more than 8 full or partial day absences during the school year. No more than 6 of these absences may occur in a semester. Any additional absences will require a note from a health care provider or documentation of an absence exempt from compulsory attendance, in order to be excused.

Unless the absence is for illness (within the guidelines above) or a medical appointment, pre-approval by the campus Administrator is required to ensure the absences will be excused. The following will be considered for approval: the above guidelines, total absences including those excused with a doctor's note, grades, academic progress, and any extenuating circumstances. A student must be in attendance at least 90% of the time to earn credit in a class. Absences will NOT be approved during state mandated assessments.

MCA grading guidelines allow one day for each excused day absent to make up work unless other prior arrangements are approved by the teacher. Students may talk with teachers in advance of their absence about work that will be missed, but teachers are not required to provide the work until the student returns. Unexcused absences will be case by case for make-up work.

The parent or student should bring the completed form to the campus attendance clerk at least one week in advance.

Student: _____ **Teacher:** _____ **Grade:** _____

<u>Date Requested Absence(s):</u>	<u>Reason:</u>
Day 1 _____	Day 1 _____
Day 2 _____	Day 2 _____
Day 3 _____	Day 3 _____
Day 4 _____	Day 4 _____
Day 5 _____	Day 5 _____
Day 6 _____	Day 6 _____

Parent Signature: _____ **Date:** _____

Campus Use Only

Total absences to date this school year: _____ Total absences excused with parent note: _____

Excused Dates: _____ Unexcused Dates: _____

Reason (if unexcused): _____

Administrator's Signature: _____ **Date:** _____