



**To complete this form, please:**

- 1-Fill out top part with student name and reason/dates for absence
- 2-Student gives to teacher(s) and administrator for comments and signature(s)
- 3-Student gives to parent to read teacher(s) and administrator's comments
- 4-Parent signs and student turns in to administrator to keep on file
- 5-This should all be completed prior to the absence, per the handbook

## Notification of Unexcused Absence

Student name: \_\_\_\_\_

Reason/dates for absence: \_\_\_\_\_

Unexcused semester absences to date: \_\_\_\_\_ After this absence: \_\_\_\_\_

Effect this absence will have on semester grades: \_\_\_\_\_

**Teacher/Administrator comments/approval:**

Comments: \_\_\_\_\_

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

Teacher signature: \_\_\_\_\_

Comments: \_\_\_\_\_

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

Teacher signature: \_\_\_\_\_

Comments: \_\_\_\_\_

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

Teacher signature: \_\_\_\_\_

Comments: \_\_\_\_\_

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

Administrator signature: \_\_\_\_\_

## **4.2 School Absences (from Kingdom Academy Handbook)**

**4.2.1** Student absences should be limited as much as possible.

**4.2.2** If parents wish to have their child/children absent from school, they must inform and have permission from each of the student's teachers. Teachers should be contacted at least two weeks prior to the absence.

**4.2.3** School work normally due during a planned absence should be scheduled with the teacher in advance.

**4.2.4** If there is an unplanned absence, parents need to either call the school (260- 8245590) between 7:30 and 8:00 a.m. on the day of the absence, contact the teacher in person, send a note or email [kaofbluffton@gmail.com](mailto:kaofbluffton@gmail.com)

**4.2.5** If a student needs to leave the school, parents should contact a teacher. Complete an Unexcused Absence form when applicable (found on [kingdomacademy.us](http://kingdomacademy.us) under Documents).

**4.2.6** Students absent more than 3 hours will be considered absent for the day. If a student is not present when the day starts or class begins he/she will be considered tardy. Five tardies will result in one unexcused absence.

**4.2.7** An excused absence includes illness, necessary medical appointments (medical appointments should be scheduled to avoid conflict with school hours) funerals, family emergencies or other absences with administrative approval. All excused absences require notification from the parents. All other absences will be considered unexcused. Parents (guardians) will be contacted if an absence is considered unexcused.

**4.2.8** Make-up work is required for absences. Anything due on the first day of the absence, and any test missed on the first day of the absence, must be completed and turned in the day the student returns. If the situation warrants other considerations, those will be left up to the discretion of the teacher.

**Example:** An assignment is given to a student Friday that is due Monday and told a test will be given Monday. The student is sick Monday and returns to school Tuesday. The homework is due on Tuesday and the test taken on Tuesday, the day the student returns.

If anything is assigned while a student is absent, that student will have the number of days absent, plus one day, to make up the work once they have returned to school. Tests assigned while students are absent are to be made up when instructed by the teacher but not the first day the student returns to school. If the situation warrants other considerations, those will be left up to the discretion of the teacher.

**Example 1:** A student is sick Monday and returns to school Tuesday. Any assignments given on Monday are now due on Thursday. (Sick one day, plus one day, allows two total days to make up the work).

**Example 2:** A student is sick Monday and Tuesday and returns to school Wednesday. Any assignments given on Monday and Tuesday are due on the following Monday. (Sick two days, plus one day, allows three total days to make up the work.)

**4.2.9** Students are allowed 3 unexcused absences per semester. After 3 days, 1% per subject per day will be subtracted from their semester grade. The administrator may, at his/her discretion, allow up to two additional unexcused days without a grade deduction. The administrator may also require the student to give an approved presentation to the school. A one-month notification must be given to the school for this exception.

**We understand the handbook rules and any concerns from teachers/administrator as stated above:**

Student signature/date: \_\_\_\_\_

Parent signature/date: \_\_\_\_\_