



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 at least 2 weeks prior to the absence per 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 signature: _____

Comments: _____

Teacher signature: _____

Comments: _____

Teacher signature: _____

Comments: _____

Administrator signature: _____

Comments: _____

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 (260-824-5590) 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
- 4.2.5 If a student needs to leave the school during school hours a written notice must be sent to the school. In an emergency, a phone call is acceptable.
- 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. Make-up work must be returned by the number of days absent plus one.
- 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: _____