

FOUNDATION ACADEMY

PRE ARRANGED ABSENCE REQUEST FORM

- Family outings and trips, if arranged at least one week in advance may be excused.
MUST HAVE SIGNED APPROVAL FROM PRINCIPAL.

My child _____, will not be in school on these date's _____ . Child's teacher: _____

Reason: _____

Parent Signature: _____ Date: _____

Principal Signature: _____ Date: _____

Teachers, when this form is signed by a principal you can give homework to the above student for the dates they will miss your class.

Teacher: _____

Assignments: _____

Teacher: _____

Assignments: _____

Teacher: _____

Assignments: _____

- Missed assignments and tests must be made up as soon as possible upon returning to school. Generally, students will be allowed one (1) day for each one (1) day absence to get homework turned in and tests taken. Example: A student misses (5) days of school (Monday-Friday). When he/she returns to school the following Monday, the work for the previous Monday is due the second day back to school, Tuesday. Tuesday's work is due on Wednesday, and so on.