



FOUNDATION ACADEMY

PRE-ARRANGED ABSENCE REQUEST FORM

MUST HAVE SIGNED APPROVAL FROM PRINCIPAL

My child _____,

Will not be in school (dates): _____

Reason: _____

Parent Signature: _____

DATE: _____

Principal Signature: _____

DATE: _____

Teacher Initials Required Below

1st _____ 2nd _____ 3rd _____ 4th _____ 5th _____ 6th _____ 7th _____

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.