FOUNDA†ION ACADEMY

## PRE-ARRANGED ABSENCE REQUEST FORM <br> MUST HAVE SIGNED APPROVAL FROM PRINCIPAL

## My child

$\qquad$

Will not be in school (dates): $\qquad$
Reason: $\qquad$

## Parent Signature:

$\qquad$

DATE: $\qquad$
Principal Signature: $\qquad$

DATE: $\qquad$

## Teacher Initials Required Below

1st $\qquad$ 2nd $\qquad$ 3rd $\qquad$ 4th $\qquad$ 5th $\qquad$ 6th $\qquad$
$\qquad$

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.

