

**The Classical Academy Junior High School  
Pre-Arranged Absence Form**

Please Read and Complete Sections 1 – 3

**1. Absence Information:**

a. Student Name: \_\_\_\_\_ Phone: \_\_\_\_\_

b. Date(s) of proposed absence: \_\_\_\_\_

c. Reason for absence: \_\_\_\_\_

d. Parent signature: \_\_\_\_\_

I understand that I am responsible for getting my assignments from the Junior High Grade Level Assignment Calendar on the TCA website.

I understand that I am responsible to hand in all assignments the day I return to campus. Regular late work guidelines apply after the first day back to school.

I have contacted my teachers to let them know that I will be away from school.

\_\_\_\_\_  
Student's Signature Date

**2. Homework During Your Absence:**

Students are responsible to obtain their assignments during their absence. Assignments are posted weekly on Monday for the week ahead and can be found on the Junior High Grade Level Assignment Calendar on the TCA website. Please see the Junior High Office before you start your Pre-Arranged absence if you need help locating the Assignment Calendar.

An administrator determines if pre-arranged absences are excused or unexcused absences per AD20 Policy JH. This policy highlights some of the negative impact extended absences may have: "One criteria of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence."

**3. Give the form to your front office for review by an administrator.**

<p><b>Junior High Office Review</b></p> <p><b>Date Received</b> _____</p> <p><b>Number of absences this semester</b> _____</p>
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