



PLANNED ABSENCE ADVANCE NOTIFICATION

With the understanding that this planned absence is parent initiated, any student in grades 7–12 may request this form. This form is to be filled-out in order. Step A indicates that this is a parent initiated notification. Step B assures teachers that the school administration is aware of the planned absence. Step C gives teachers the opportunity to inform the parent and student what will be missed and what will be expected of him/her before and/or after the absence. Step D indicated that the parent understands and accepts the conditions/consequences of the absence. Step E provides final confirmation to the school of the planned absence and that all parties have been properly informed. Once receiving the final administrative signature, the student retains this form as a record of the teachers' expectations and/or assignments.

Directions: Complete each section **IN SEQUENCE**. You will not be able to get the necessary signatures unless the previous section has been completed. This completed form is to be submitted to the High School Office no later than 3:00PM, two calendar days before the Planned Absence.

STEP A: PARENT INITIATION

I, _____ (PARENT'S NAME) AM NOTIFYING NUMONOHI CHRISTIAN ACADEMY THAT MY CHILD,
_____ (STUDENT'S NAME) WILL BE ABSENT FROM SCHOOL ON _____ (DATE(S)) FOR THE PURPOSE OF _____.

PARENT SIGNATURE: _____.

Step B: School Administration

Step A has been correctly completed.

Administrator's Signature: _____.

Step C: Teacher Input:

Period:	Teacher's Initials:	Work to be Completed/Comments:
1		
2		
3		
4		
5		
6		
7		
8		
Work Detail		

Step D: Parent Acknowledgement:

I understand the conditions/comments stated in Step C.

Parent Signature: _____.

Step E: School Acknowledgement:

The NCA Administration is aware that the student will be absent on the indicated day(s) and will treat them as excused absences.

Administrator's Signature: _____.

Note: An UNEXCUSED ABSENCE will be recorded if a student is absent from any class when no illness, injury or emergency was involved, and one of the following conditions exist: 1) failure to bring a note from parents excusing their absence (within 2 days) or 2) failure to submit Planned Absence Advance Notification. Planned Absence Advance Notification forms may not be used for sports tournaments with the noted exceptions in the NCA Student Handbook.