



# FLAGSTAFF ACADEMY

Where science and imagination take flight

FLAGSTAFF ACADEMY

## Advanced Notification of Planned Absence

Student Name: \_\_\_\_\_

Teacher: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dates of Absence: \_\_\_\_\_

Reason:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

- Note: Per the Student Absenteeism and Tardy Policy, make-up work cannot be requested in advance. It will be the student's responsibility, with your assistance when necessary, to request the make-up work upon return. Students have 2 days for each day of absence to make-up the work without penalty. You are reminded that an absence due to family vacation is an unexcused absence. Additionally, under state law a student can be determined to be habitually truant with four or more unexcused absences within one month or ten or more in one school year.

This box is used for Flagstaff Academy use only: \_\_\_\_\_ Excused \_\_\_\_\_ Unexcused

Teacher comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_