

**SUMMIT ACADEMY  
EXTENDED ABSENCE REQUEST  
FOR 3 OR MORE DAYS ABSENT**

Name \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

Beginning Date \_\_\_\_\_ Ending Date \_\_\_\_\_ Total \_\_\_\_\_

Purpose of Leave \_\_\_\_\_

Parent Signature \_\_\_\_\_ Office Approval \_\_\_\_\_

**Parents:** By using this form you may request that your student be released from school prior to the date(s) of the absence. This form with its information is provided to help you make a judgment about your student's academic stand and the impact this leave might have prior to the absences.

- **School materials and assignments will not be provided for vacations. As with all work missed due to an absence, teachers will determine which assignments are to be made up and will provide those assignments upon the student's return.**
- **Teachers will set a deadline for make-up work to be completed, usually a day for each day of absence (for example: 5 days absent = 5 days to make up work); however, class participation and student-teacher interaction are vital to each course and may cause a grade reduction when missed.**

No guarantee can be given to any student that he or she will receive a grade or that the grade may not be lowered because of work or interaction missed during the time he or she was absent.

**Summit Academy's student absence policy states:** If the parent or legal guardian reasonably foresees that their student will be absent from school for an extended period of time, the parent/guardian shall submit a written request for preapproval of the extended absence to school administration.

The school administration shall review the request. If the administrator determines that the proposed absence will not adversely impact the student's education, the administrator shall approve the request. If the administrator determines that the proposed absence will adversely affect the student's education, the administrator shall deny the request.

**Please remember that according to Summit Academy's attendance policy, outlining compulsory education requirements, extended absences accrue towards the student's total number of absences. PARENT-EXCUSED ABSENCES STILL COUNT AS ABSENCES.**

**Student:** This form must be completed and returned to the front office **two (2) days before you leave. Upon return, please check in at the front office.**