



FLAGSTAFF ACADEMY

Where science and imagination take flight

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Advanced Notification of Planned Absence

Student Name: _____

Teacher: _____

Dates of Absence: _____

No. of Days out: _____

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.

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

Teacher comments: _____

Teacher Signature: _____ Date: _____

Principal comments: _____

Principal Signature: _____ Date: _____