Upper School

Pre-Arranged Absence Form

Attendance Policies and Procedures for Expected Absences

TRINITY ACADEMY

Innovative Classical Learning

For Office Use Only:

☐ Excused

☐ Unexcused

☐ Excused with Conditions

_____

Signature: Upper School Head

More so than instructional philosophies, the classical, liberal arts approach consisting of Socratic dialog, in-class presentations, and group project work requires regular classroom attendance to be successful. Families are encouraged to weigh the circumstances necessitating an absence carefully. Foresight and pro-active planning are essential.

Pre-arranged absences are **excused** in one or more of the following situations: illness or injury, quarantine, death in the immediate family, medical or dental appointments or procedures, court or administrative proceedings, religious observances, educational opportunity (specifically international travel,* college visits, on-campus college rep meetings and career internships*), catastrophic event or disaster, military deployment of a parent of guardian, international student visa/travel constraints, and school-related academic, athletic, or arts field trips/competitions. * Indicates that written or photographic journaling or scheduled social media/ blog postings may be required to qualify for approval.

Pre-arranged absences are unexcused in many of the following situations: family trips and vacations, leaving for a break early, family reunions and visiting relatives, K-12 shadow visits.

In the case of excused absences, the teacher will accept work and reschedule assessments. The work will be graded and recorded. In the case of unexcused absences, the teacher is not bound to assign numeric and/or recorded grades for the work submitted after the student returns, only for work submitted prior to the absence (if available).

Whether excused or unexcused, the student must attend to the following procedures:

1. Teacher Notification—All of the student's teachers must sign this form and identify anticipated missing work/assessments and/or procedures for making up work.
2. Early Submission—Whenever possible, anticipated missing assignments should be completed and submitted prior to the absence or a plan developed to complete the work within the short-term. Major assessments missed may be administered the day before the absence or first day the student returns, at teacher discretion.
3. Administrator Review—When completed, this form should be submitted to the Head of Upper School for review and decision. It is then submitted to the school Receptionist/Attendance Manager for record keeping.
4. Late Submission—For any assignments submitted after the student returns, no more than the number of school days equal to the student's absence will be allowed for all work to be completed. After 10 days, all assignments receives zeros.
5. Exam Period—Pre-arranged absences are not permitted during semester, year, or AP exam periods.

Name: _____Grade:_____Today's Date:_____

Date(s) of absence: _____Parent Signature:_____

Reason for absence: _____

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Teacher	Assignment(s)