



PRE-ARRANGED/SCHOOL EVENT AND FIELD TRIP ABSENCE FORM

STUDENT: _____ GRADE: _____ TODAY'S DATE: _____

DATE(S) TO BE ABSENT FROM SCHOOL: _____

REASON FOR ABSENCE (please choose one): Family Vacation School Activity Medical
 College Visit School Athletics Event Other (please be specific) _____

ATTENTION PARENTS AND STUDENTS:

- It is expressly understood that it is the STUDENT'S responsibility to make up all missed assignments due to the absence.
- THIS FORM IS DUE, ONE WEEK PRIOR to the day(s) the student will be absent unless approved by an Administrator, in advance.
- Failure to turn in the form may result in an unexcused absence from school.
- Please contact the school office if you have any questions or need to make other arrangements regarding the student's absence.
- The student is responsible for having their teacher's complete this form.

Pre-approved absences, though approved, will still go towards the student's overall attendance record. Below is part of our attendance policy (for the full attendance policy please view on website here or go to Visioncharter.net under student life and then policies.

POLICY: A student may not miss more than six (6) days of a class a semester. Students should be in the classes in which they are enrolled unless they have been excused to conduct school business. All absences exceeding six (6) days in a semester will result in loss of promotion eligibility for K-5 th grade and a loss of credit eligibility for 6th -12th regardless of earned grade in that class (those classes) for the applicable class(es) missed. If a student obtains more than six (6) absences in a semester, they have the option to complete during scheduled summer school days, "Vision Earned Time" VET to make up lost class time and regain eligibility for promotion/credit.

ALL STUDENTS who amass more than twelve absences in a school year for any reason will be required to make up all time above the twelve days at summer school to regain promotion/credits. All secondary students who amass more than twelve absences in a year in any class will be required to make all time above twelve for each class in summer school to regain credit for the class and promotion to the next grade level. A medical health professional's note outlining the student's specific medical health concern and specific impacted days is the only potential accepted waiver to a mandatory summer school for exceeding the absence policy.

TARDIES: All students are expected to be on time to all of their classes. On time means the student is in their seat and ready to learn when the bell rings. Students arriving after this time will be considered tardy. *Three (3) tardies in any given class will be considered an absence when considered for loss of credit in a class(es) and counted toward the absence policy defined above. Any student who misses more than thirty (30) minutes of any class period will be marked absent that period. All students must check-in and out through the front office to verify arrival and departure times.

ADMINISTRATIVE WITHDRAWALS: Vision Charter School will administratively withdraw a student who has UNEXCUSED absences upon the beginning of the fifth consecutive day. The start of the ninth EXCUSED OR UNEXCUSED consecutive day will require the school to administratively withdraw the student except in the case of serious illness. The parent shall provide the school written documentation from a physician indicating the necessity for the student to be absent. If documentation from a physician is provided to the school prior to the start of the ninth consecutive day, the student shall not be administratively withdrawn.

CREDIT APPEAL PROCESS: An appeal process is available for students who are denied promotion/credit eligibility because of excessive absences, truancy, or tardies. It's the parent(s)/guardian(s) and student's responsibility to contact the Charter Administrator regarding appeals. Such request must be made within five (5) calendar days of receiving notice of losing eligibility for promotion/credit.

**Any known absences should be pre-arranged with a plan for make-up work before the absence. Assignments or tests that are assigned in advance of the student's absence are due on the day the student returns to school unless other arrangements are made with the teacher. The student is responsible to have all assignments completed and be prepared to take any tests upon his or her return to class. "Assigned in advance" means the assignment or test was listed in a class syllabus, class handout, on Infinite Campus, written on the board, or announced by the teacher.

Please note: Many secondary students are enrolled in concurrent credit/dual credit college courses. Their credits are based on actual instructional hours in which they are actively participating and in attendance and will result in loss of college and Vision Charter School credits and require the course to be retaken. Successful completion of these college credits is impacted when a student is absent for these courses. Course credit for both middle and high school courses is also impacted by excessive absences.

Parent Signature: _____ Date: _____
(by signing I acknowledge the attendance policy of Vision Charter School)

Administration Signature: _____ Date: _____

Column I – Student will be allowed to make up his/her work provided that it is accomplished within the time allotted by the teacher.
 Column II – Work planned during the absence is difficult to make up. Student may be required to complete an alternative assignment.
 Column III – It is strongly recommended that your child not be absent, as his/her academic progress cannot afford the lost time.

PERIOD	SUBJECT	I	II	III	TEACHER COMMENTS	WORK DUE DATE	TEACHER INITIALS
1st					<input type="checkbox"/> Check parent/student portal on Infinite Campus <input type="checkbox"/> Pick up notes when student returns		
2nd					<input type="checkbox"/> Check parent/student portal on Infinite Campus <input type="checkbox"/> Pick up notes when student returns		
3rd					<input type="checkbox"/> Check parent/student portal on Infinite Campus <input type="checkbox"/> Pick up notes when student returns		
4th					<input type="checkbox"/> Check parent/student portal on Infinite Campus <input type="checkbox"/> Pick up notes when student returns		
5th					<input type="checkbox"/> Check parent/student portal on Infinite Campus <input type="checkbox"/> Pick up notes when student returns		
6th					<input type="checkbox"/> Check parent/student portal on Infinite Campus <input type="checkbox"/> Pick up notes when student returns		
7th					<input type="checkbox"/> Check parent/student portal on Infinite Campus <input type="checkbox"/> Pick up notes when student returns		