



NOTICE OF PRE-ARRANGED EXTENDED ABSENCE FORM

- PLEASE FILL OUT THIS FORM IF YOUR STUDENT WILL MISS 5 OR MORE CONSECUTIVE DAYS OF SCHOOL
- PLEASE TURN IN AT LEAST 2 WEEKS PRIOR TO THE PLANNED ABSENCE
- PRIOR PRINCIPAL REVIEW IS REQUIRED
- A COPY OF THIS FORM WILL BE GIVEN TO PARENT AND KEPT IN THE STUDENT'S CUMULATIVE FILE

NCA is a private school and meets the hourly instructional mandate of providing a student with the compulsory hourly instructional time for each student. Regular attendance is necessary if high standards of achievement are to be met, and tardies and absences are one of the bases for considering the promotion of a student. State law requires that all students come to school punctually and regularly. Attendance in the schools of the State of Washington is compulsory. Please review the criteria before completing this request.

PLEASE BE AWARE:

- We encourage you to make sure your child is attending school on a regular basis, **unless they are sick.**
- If your student MISSES MORE THAN 20 consecutive school days, whether excused or unexcused, their enrollment will be reviewed.

Student Name:

School: NCA

Dates of Absence:

Grade:

Reason for planned absence:

Days Absent: ____

By signing below, you are agreeing that you understand the following:

- Extended absences may have a direct negative impact on your child's school performance.
- You will need to support the maintenance of academic skills for your student during their planned absence.
- Your child's teacher/teachers are not required to provide any advanced online instruction, online materials, or make-up assignments to accommodate a planned absence.

Parent/Guardian Signature:

Relationship to student:

Date:

TEACHER USE ONLY:

Student is achieving at or above grade level?

Yes

No

Absence may adversely affect academic performance?

Yes

No

Other comments/concerns:

Teacher Signature:

Date:

Principal Signature:

Date: