



NOTICE OF PRE-ARRANGED EXTENDED ABSENCE FORM

- PLEASE FILL OUT THIS FORM IF YOUR STUDENT WILL MISS **3** 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 cumulative 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

ELEMENTARY TEACHER USE ONLY:

Student is achieving at or above grade level?

Yes No

Absence may adversely affect academic performance?

Yes No

Other comments/concerns?

MIDDLE SCHOOL STUDENTS ONLY – Complete Backside

Teacher Signature:

Date:

Principal Signature:

Date:

MIDDLE SCHOOL STUDENTS ONLY:

Students: Please complete this form at least two weeks before any planned absence lasting three days or more. Once filled out, bring it to each of your teachers for their signature. Note: A teacher's signature simply confirms they've reviewed the form—it does not imply approval or disapproval.

PARENTS: You will receive an email notification of your student's approved extended absence form.

Important: This form must be submitted to the office *before* your absence begins. Failure to do so will result in the absence being marked as unexcused.

PERIOD	CLASS	CURRENT GRADE	TEACHER SIGNATURE
1			
2			
3			
4			
5			
6			
7			