

# Northshore Christian Academy

A Ministry of Northshore Christian Church

5700 – 23<sup>rd</sup> Drive West ~ Everett ~ WA ~ 98203

Phone: (425) 407-1119 Fax: (425) 322-2386 *www.nca.school*



## REQUEST FOR STUDENT ABSENCE

To be completed by Parent/Guardian and returned to the principal at least **TWO WEEKS** prior to the absence.

Regular attendance is necessary if high standards of achievement are to be met. State law requires that all students come to school punctually and regularly. Each family may have up to five days of excused absences during the school year for family activities. A written request for more than five days must be submitted to the principal. More than five days adversely impacts student progress in the classroom.

Unexcused absence may result in loss of credit (0) that day (including tests, assignments due, etc.) Students must complete the work, however will not receive credit.

Student Name _____	Grade _____
Homeroom Teacher _____	
Date(s) of Absence (Limit 5 excused days per year) _____	
Purpose and reason for absence during scheduled school days: _____ _____	
Parent Signature _____	Date _____

<b>Step 1: To be completed by Principal:</b>	
Student has to date:	_____ <b>Excused absences</b> _____ <b>Unexcused absences</b>
_____ Approved	Not Approved _____
Comments _____	
Principal's Signature _____	Date _____

<b>Step 2: To be completed by Teacher:</b>	<b>Name of Teacher:</b> _____
_____ Academically, I approve that this student may miss school.	
_____ Academically, I do not recommend this student miss school.	
Comments: _____ _____	
All homework or make up work will be assigned <b>after</b> the student has returned to school. (Teacher returns this form to the office)	

Completed copies:

\_\_\_\_\_ Parents

\_\_\_\_\_ Teacher

\_\_\_\_\_ Original to student's permanent file