



TBCA Pre-Planned Absence Form

Student _____ Grade _____ Teacher: _____

Dates of absences from school: _____

Reason for the absence _____

We value the educational experience that each student receives. Please review the following standard as we seek to best support our students and TBCA families.

Pre-planned Absence

- Preplanned absences are designed to assist students who may be involved with school, church, or family activities.
- Work will not be given until after the student returns to school. This allows for the teacher to fully provide the necessary instruction and educational support that the student missed during the absence. There is no true replacement for the authentic instruction that is missed.
- These days are offered in support of our families and should be used for specifically stated purposes.
- Preplanned absences are not acceptable during achievement tests or semester exams, nor will they be issued before or after Christmas and Easter breaks.
- The maximum number of pre planned absences is 5 days per year.
- If parents are planning for their child to be absent from classes, written communication from the parent must be sent to the Academy Receptionist at least two days in advance of the anticipated absence stating the reason and length of the requested pre planned absence.
- Approval for a pre planned absence will not be granted after the absence has taken place.
- In order for a student to obtain approval for a pre planned absence, he/she must have an overall average grade of at least "C" for the current grading period.
- Absence from school without approval will result in penalty under the unexcused absence policy.
- Preplanned absences are documented on the student attendance record.

I understand the above statement and commit to support my student and their teacher.

Please pass signatures in the order below: (only elementary students need the signature of their teacher)

1. Signature of Parent _____ Date _____
2. Signature of Teacher _____ Date _____
3. Signature of Attendance _____ Date _____
4. Signature of Principal _____ Date _____