



Extended Absence Guidelines And Request Form

(Students missing 3 or more days of school)

- Navigator Pointe Academy promotes regular attendance and a disciplined school environment. NPA expects full compliance with state compulsory attendance laws.
- The goal of achieving the maximum education benefits requires regular, punctual attendance, classroom participation and study. As a school that utilizes direct instruction methods, daily student participation and interaction in classroom instruction are essential to the learning experience. Frequent absences and/or tardiness disrupt the continuity of the instructional and learning process.
- The school recognizes that family emergencies, illness, and extenuating circumstances are legitimate reasons for absences. Extended absences due to travel, vacations or personal plans are strongly discouraged due to the negative impact that such absences have on a child's education.
- **The student and parents will be responsible for obtaining and completing make-up work upon return to school.** Please note that there may be some assignments that cannot be made up.
- Please complete and submit this form to the school office prior to a planned, extended absence. Teachers will complete the teacher recommendation section and the School Director will sign the form and return it to the parent/guardian.

STUDENT/PARENT/GUARDIAN: PLEASE COMPLETE THIS SECTION:

Student Name: _____ Grade/Teacher(s): _____

Dates of Absence: From _____ to _____

Reason for extended absence:

_____ Vacation _____ Family Emergency _____ Medical _____ Other

Description: _____

Parent Signature: _____ Date: _____

Phones: Home: _____ Cell: _____ Other: _____

TEACHER: PLEASE COMPLETE THIS SECTION:

Comments/Recommendations:

Teacher Signature: _____ Date: _____

School Director: _____ Date: _____