



Nova Elm Academy (NEA)

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STUDENT ABSENCE NOTICE

I would like to inform the school that my child/children:

1. Student Name _____ Grade _____

2. Student Name _____ Grade _____

3. Student Name _____ Grade _____

4. Student Name _____ Grade _____

will not attend school from (date) _____ to (date) _____ because he/she/they,

is/are sick (doctor's report is enclosed)

will be out of town or out of the country during the above period

any other reason _____

Attendance Regulations:

If a student is absent from school for five consecutive days, parents may be asked to have a meeting with the Principal to discuss any consequences resulting from the absence. A student with an unexcused absence will lose all opportunity to make up work except for exams. All coursework and homework assignments are the responsibility of the parents and students. Excessive absences will affect the student's grade and can result in a student repeating the grade level.

Lower grade students who leave the school before the last week of school will not receive any special accommodations for early testing. They will receive a zero on all missed assignments and tests, and the quarterly grade will be calculated accordingly. Finals for upper grade students may not be administered earlier than one week from the scheduled dates. Upper grade students who stop attending classes more than one week before the last day of school will receive a zero on the final exam, and the quarterly grade will be calculated accordingly.

Please note, that all parents are encouraged to schedule summer trips after the end of the school term.

I understand, that I am taking my child/children from school at my own responsibility, and will not hold the school responsible for any educational activity and/or learning program they may miss during this period. I also understand that my child/children may be evaluated again after this absence.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____