



# Request for Excused Absence Form

Submit this form to [Admin@TDCAPasadena.org](mailto:Admin@TDCAPasadena.org) or to the Administration Office at least TWO (2) WEEKS PRIOR to the expected absence.

Student's Name		Grade/Class		Date(s) of Absence	
Destination		Reason/Purpose			

We understand that sickness and schedules may be difficult for the family. It can also be difficult on the teachers/staff and classes. Our TDCA teachers go above and beyond to be present as much as possible and intentionally schedule appointments and activities around the school schedule. Attendance and absences are recorded with grade reports.

In line with TDCA values, we request parents to communicate any absences (sick, planned event/trip, appointments that can only be scheduled during school hours. Although we value the following, we continue to expect that families schedule travel and special events for Fridays-Sundays and non-school days.

Excused absences will be granted for sickness, crisis such as a funeral, attending an important event that can not otherwise be scheduled and up to three (3) Personal Days for optional travel/vacation, family days and celebrating birthdays. Beyond the 3 Personal Days and Excused absences, the student will be marked as unexcused absent for optional absences.

## Absence Policy

Regular and punctual attendance is essential to successful class work. The school calendar provides generous vacation opportunities and we encourage ALL families to plan out-of-town trips to coincide with the days in which the school is closed. We strongly discourage parents from removing their children on regular school days. Faithful attendance fosters a positive attitude of commitment to a strong educational program. Unnecessary absences force students to miss valuable instruction and unfairly increase the teachers' workload. Students with chronic absenteeism may be required to bring in a doctor's note before further absences are excused.

We ask that all appointments (doctor, dental, etc) be scheduled for Fridays. If that is not possible and your student has an appointment during a school day, please inform the office as soon as possible. No student can be picked up without prior notice. Students must check out and back in through the school office. Parents are not to go to the classrooms to pick up their children. Students are responsible for all missed work.

## Extended Absence Policy

Realizing the unique community that we are a part of and the opportunity some of our students have to travel with parents on ministry trips, we want to accommodate short and infrequent trips, while at the same time building a culture of academic excellence and camaraderie at school.

Parents should fill out the "*Request for Excused Absence*" form and submit it to the front office at least two weeks prior to the beginning of the absence. Parents are responsible for initiating requests for schoolwork from all teachers PRIOR to the absence.

Individual teachers will decide whether work must be done during the absence or made up afterwards. Individual teachers will determine the time limits for any make-up work for non-illness related absences. Note: To receive full credit, long-term assignments and projects are due before departure.

The Administration Office alone will determine whether an absence will be excused. In the event that parents make multiple requests for excused absences for time off, or the number of days requested seems unreasonable, the office will not approve the absence. In this case, the student will not be provided the opportunity to make up missed assignments.

Pending approval, I understand that the above student(s) will be responsible for requesting work from teachers prior to the absence in order for the work to be turned in for credit.

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Administration Use Only:** \_\_\_\_\_Excused Absence \_\_\_\_\_Unexcused Absence Noted \_\_\_\_\_ Personal Day

Administrator \_\_\_\_\_ Date: \_\_\_\_\_