



Notification of Extended Absence Form

Submit this form to Admin@TDCAPasadena.org or to the Administration Office at least 7-10 days 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 attendance, we continue to expect that families schedule travel and special events for Fridays-Sundays and non-school days.

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 early without prior notice. Students must be checked 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 "*Notification of Extended Absence*" form and submit it to the front office at 7-10 days prior to the beginning of the absence.

If parents would like work from the teacher for their student(s) to complete during the absence it is the parent's responsibility for initiating requests for schoolwork from all teachers ONE WEEK in advance to give teachers ample time to prepare the work. Please keep in mind that if this option is pursued, the work will be DUE the day the student(s) return to school. In most cases, a student will receive a 'make up work' packet upon his/her return to school. Individual teachers will determine the time limits for any make-up work for non-illness related absences, not to exceed one week. Note: To receive full credit, long-term assignments and projects that had been assigned well before this notification are DUE before departure.

In the event that parents make multiple requests for extended absences for time off, or the number of days requested seems unreasonable, the office will request a parental meeting.

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

Parent Signature _____ Date: _____

Administration Use Only: Plan for work missed: _____

Administrator _____ Date: _____