



Roxboro Christian Academy

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Student Pre-approval Absentee Note

Student/s Names: _____

Will be absent on the following dates: _____

For the following reasons: _____

Parent/Guardian Signature: _____

***Must be submitted 1 week prior to absences.**

****ABSENCES:** Regular attendance is an important factor in a child's adjustment to school and is imperative to good learning! Please avoid unnecessary absences. A written excuse must be presented to the office for all absences upon returning to school. A doctor's excuse should be presented for any absence over three (3) days.

ELEMENTARY: Any student who misses more than twenty (20) days of school per year puts his/her promotion in jeopardy.

HIGH SCHOOL: Illness, medical appointments, funerals, and family emergencies are typical examples of excused absences. A written excuse must be presented within two days of returning to school after an absence. Absences are unexcused until a note is received and approved. If a note is not received within two days, the absence will remain unexcused and academic penalties will apply. At the discretion of their parents and with administration approval, students may be allowed excused absences for important family purposes, or church outings up to five days. Parents must make prior arrangements for such an absence with each affected teacher. Work (tests, quizzes, homework, projects) missed during an unexcused absence may not be made up. Please note that the state of North Carolina requires excessive absences to be reported. Upon returning from an excused absence, the student is responsible to make up work as follows:

1. Any work assigned prior to the date of absence (if now due), must be handed in on the day the student returns from the absence.
2. Any previously assigned tests missed during an absence must be taken the day the student returns from the absence.
3. The students must make arrangements to turn in all long-term projects, book reports, term papers, etc.
4. All work assigned during an absence must be made up within the number of days the student was absent plus one.
5. Special arrangements will be made for long-term absences (those in excess of three (3) days) due to illness. Any absence for reasons other than those listed above is unexcused. Students with an unexcused absence must follow the same rules for make-up as for excused absence.
6. An excess of twenty (20) absences from any class during the year will result in a principal's review of the student's case and may result in all credit being lost for the class. A doctor's note is required for absences in excess of three (3) days.
7. Please note that the truancy laws of North Carolina require the school to report excessive absences to the proper authorities.