



Mountaintop

CHRISTIAN ACADEMY

EXTENDED ABSENCE FORM

Student's Name: _____

Student's Grade: _____ Student's Teacher: _____

Extended Absence Dates: ____/____/____ through ____/____/____

Reason for Absence: _____

Parent's/Guardian's Name (printed): _____

Parent's/Guardian's Signature: _____

Mountaintop Christian Academy cannot effectively educate students who are not in school. Regular attendance at school, participation in the classroom, and interaction between students and teachers is essential for the learning process. Extended absences due to travel, vacation, and personal plans are strongly discouraged due to the negative impact such absences have on a child's education.

According to Mountaintop Christian Academy School Policy:

- Students who will be absent for an extended period of time (three or more days) must submit an Extended Absence Form to create a temporary educational plan at least 2 weeks (14 days) prior to the absence. If the plan is followed, the student's absences **may** be considered excused.
- Absences will not be considered excused, even with a valid excuse, until all required work has been submitted. All work assigned in the temporary education plan is due back the day of return to school.
- It is the responsibility of students to acquire and complete assigned work. Parents may contact classroom teachers to pick-up any work which may be facilitated at the discretion and availability of the classroom teacher.
- A maximum of 1 family trip or a total of 6 days will be considered in one school year for extended absences.
- Students who have excessive absences (three or more unexcused absences) will be ineligible to participate in Extra Curricular Activities until they attend a conference with the student's guardians, the School Director, and possibly classroom teachers. Students who are excessively absent will need to follow an attendance agreement to re-acquire Extra Curricular Activity eligibility.

For office use only

Date received: _____

Initials: _____

☐ Approved

☐ Not Approved

School Director's Signature