



Advance Absence Form

Student attendance at school is directly connected to their academic and social success in school. By completing this form, parents are accepting the responsibility that goes along with a student's absence from school. Although family vacations can be valuable experiences, all families are encouraged to try to schedule these adventures in alignment with the school calendar breaks whenever possible. When missing daily instruction and classroom experiences, it is challenging to replicate the learning that happened during the period of time your child has missed. In addition, this requires planning between the teacher, parent/guardian, and student to make up missing assignments and assessments which can cause additional stress for your child. We care deeply about our student's overall success and appreciate your willingness to partner with us on this goal.

- This form needs to be submitted to the office at least one week in advance of the absence.
- This form needs to be submitted if the student will be absent more than 3 days or has met their 10 day maximum (includes: illness, tardy and others) of absences for the school year.
- One form must be submitted for each child in the family that is requesting an absence.

Student Name: _____ Grade: _____ Teacher: _____

Date(s) of Absence: from _____ to _____

of Days Student will be Absent: _____

I am aware of the current number of absences / tardies that my student has to date. Yes No

I am aware of the academic standing (grade) in each of my student's classes. Yes No

Reason for Absence (circle one):

Vacation Personal Illness Death in Family Emergency Illness in the Family

Observance of Religious Holidays or for Religious or Cultural Purposes

Other – Please explain: _____

Parent/Guardian Signature: _____ Date: _____

This form needs to be submitted to Merit Academy's attendance office or email to

attendance@merit.academy If you have any questions please call the Front Office at 719-686-2190.