Cherry Creek Academy

Notice of Extended School Absence

Please fill out this form to notify your student's teacher(s) and CCA administration of the student's absence of ***3 or more days***.

Student's Name:_____

Parent/Guardian Name:_____

Today's Date:_____ **Dates of absence:**_____

Reason for Absence:_____

In accordance with Cherry Creek School District's Student Absences and Excuses Policy JH **all absences will be unexcused with the exception of illness, observation of an established religious holiday, or suspension.**

Continued unexcused absences and/or repeated tardiness may be considered cause for disciplinary action. In accordance with law, the district may impose appropriate penalties that relate directly to classes missed while unexcused. Penalties may include a warning, school detention or in-school suspension. Per CCSD's Unexcused Absences/Truancy Policy JHB, a student is defined habitually truant who has four total days of unexcused absences from school in any one month or ten total days of unexcused absences during any school year.

Make-up work shall be provided for any class in which a student has an excused absence unless otherwise determined by the building administrator. Please be advised, there are situations where make up work is not possible i.e. laboratory work, end of quarter, special projects, etc.

Parent/Guardian Signature **Date**

Student's Attendance History: ❑ Excellent ❑ Good ❑ Fair ❑ Poor

Student's Academic Status: ❑ Excellent ❑ Good ❑ Fair ❑ Poor

Teacher Comments:_____

Form Routing:

1. _____
   Teacher's Signature Date

2. _____
   Principal's Signature Date

3. Signed Copy to Student.

4. Signed Copy to Front Desk.

5. Original to Student file.

Form Revised 1/6/2015