

**EXPLORE KNOWLEDGE ACADEMY  
SECONDARY PRE-ARRANGED ABSENCE NOTIFICATION**

**Submit completed application to the school front office (1) week prior to date(s) of absence.**

The student is responsible for requesting makeup work from all teachers and submitting it on time in order to receive credit for the work.

**PLEASE NOTE:** Nevada State Law allows you to arrange absences for your child in advance. EKA allows up to eight (8) arranged absences during a school year as approved. However, arranged absences in excess of eight (8) during the school year are unapproved and count toward the limitation of absences. Any arranged absences for which the makeup work is not completed and submitted as required are also unapproved and count toward the limitation of absences. Students who exceed the limitation of absences in any course will receive a failing grade, receive no credit for that course for that semester, and may be retained in the current grade.

<b>1 EKA School Day = 1.3 Days</b>
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Name of Student \_\_\_\_\_ Advisor \_\_\_\_\_

Today's Date \_\_\_\_\_ Date(s) Requested \_\_\_\_\_

Reason for arranged absence(s): \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_

ADMINISTRATIVE SIGNATURE \_\_\_\_\_ DATE RECEIVED \_\_\_\_\_

**PRE-ARRANGED ABSENCES**

The student listed below has pre-arranged an absence for the date(s) listed below. It is the student's responsibility to arrange for makeup work. Please sign below and record the absence(s) as a "P" in your class record book.

Name of Student \_\_\_\_\_

Student Number \_\_\_\_\_

Date(s) Requested \_\_\_\_\_

Block	Initials	Make-Up Assignment(s)	Date Due
A			
B			
C			
D			
E			
ADV			