

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

THIS APPLICATION MUST BE SUBMITTED TO THE FRONT OFFICE 1 WEEK PRIOR TO THE START OF THE ABSENCE.

****Note: Prearranged absences exceeding the limitation on absences will not be approved, resulting in unexcused absences.**

Parent or legal guardian is responsible for requesting makeup work from all advisors and submitting the work as specified by the advisor.

PLEASE NOTE: Nevada State Law allows the parent or legal guardian to arrange absences for the child in advance. EKA allows up to 4 arranged absences during a school year as approved. However, arranged absences in excess of 4 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 will receive a failing grade, and may be retained in the current grade.

1 EKA School Day = 1.3 Days

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 parent / legal guardian'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 |
|------------------|----------|-----------------------|----------|
| ELA/Writing | | | |
| Math | | | |
| Science | | | |
| Social Studies | | | |
| Project Learning | | | |
| Health | | | |