

# EXPLORE KNOWLEDGE ACADEMY PRE-ARRANGED ABSENCE REQUEST

**THIS APPLICATION MUST BE SUBMITTED TO THE FRONT OFFICE AT LEAST 1 WEEK PRIOR TO THE REQUESTED ABSENCE**

**\*\* NOTE: Pre-arranged absences exceeding the limitation on total absences will not be approved.**

The Parent/Legal Guardian or student is responsible for requesting make up work from all advisors and submitting the work as specified by the advisor.

**PLEASE NOTE:** Nevada State Law allows a parent or legal guardian to arrange absences in advance. EKA allows up to 4 pre-arranged absences during a school year. All absences whether approved or unapproved count towards the limitation of absences for the year. Any arranged absence, for which the makeup work is not completed and submitted as required, is considered unapproved. Students who exceed the limitation of absences will receive a failing grade, and may be retained in the current grade level.

1 EKA School Day = 1.3 Days

Student's Name: \_\_\_\_\_

Advisor: \_\_\_\_\_

Today's Date: \_\_\_\_\_

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

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

Parent/Guardian Print: \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_

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## **\*\*EKA STAFF ONLY**

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

Grade: \_\_\_\_\_

Administrative Signature: \_\_\_\_\_

Date Received: \_\_\_\_\_

Dates Approved: \_\_\_\_\_

Class	Subject	Advisor	Make-Up Assignment(s)	Date Due
1				
2				
3				
4				
5				
6				
7				
8				