



New England Classical Academy Student Release Form

Full-Day Absences:

This form is to be submitted to the office for approval *at least one week in advance* of *expected* absence. For *unexpected* absences, please submit form upon returning to school.

Late Arrivals / Early Dismissals:

This form is to be submitted to the office *upon arrival at school at least a day in advance*.

Students are required to check with each teacher regarding any work that they will miss during their absence. *These assignments are due immediately upon the student's return; otherwise they will be considered late.* Any additional make-up work (quizzes & tests, etc.) will need to be made-up within two days of the student's return.

Student's Name: _____ Grade: _____

- Full-Day Absence(s) – Date(s): _____
- Late Arrival after 8:25am
Date ___/___/___ Approx. arrival time: _____
- Early Dismissal before 3:00pm
Date ___/___/___ Dismissal time: _____
OR Will return @ approximately: _____

Explanation:

- Illness _____
- Injury _____
- Medical/Dental Appointment _____
- Family Emergency _____
- Vacation/Day Trip _____
- Other _____

Signature of Parent/Guardian: _____

For Office Use Only

Date submitted to the office: ___/___/___

Administrator's Approval: _____ ___/___/___