



New England Classical Academy's Absence Note

My child \_\_\_\_\_ was

\_\_\_\_\_ Absent all day(s) \_\_\_\_\_ Tardy, arrived at \_\_\_\_\_

Excused absence include (check one)

- \_\_\_\_\_ Illness, Doctor's note if absent 3 days or more
- \_\_\_\_\_ Family emergency
- \_\_\_\_\_ Medical / Dental Appointment
- \_\_\_\_\_ Vacation / Day Trip (pre-approval needed\*)
- \_\_\_\_\_ College visit (seniors only)
- \_\_\_\_\_ other (please explain below)

Parent / Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

\*Please submit request for Vacation / Day trip to the Headmaster for approval at least 2 weeks prior. Students are required to check with their teacher(s) regarding any work that they will miss. These assignments are due immediately upon the student's return; otherwise they will be considered late. Any quizzes and/or tests will need to be made-up within 2 days of return.



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