



REQUEST FOR CADET ABSENCE

The Army and Navy Academy cadet attendance policy states that daily attendance is essential to academic success. The California Association of Schools and Colleges requires accredited independent schools to schedule 175 days of school, which follows state law for public schools. These instructional days are vital for the Academy to ensure teachers can meet the requirements of the curriculum with each cadet and that the cadets are properly assessed.

Because guided instruction by the teacher is paramount to any student's success, excessive classroom absences, *whether excused or unexcused*, compromise the Academy's goal of educating the cadet. Therefore, if a cadet misses eight or more days per semester in any one class for any reason besides a school-planned function (e.g., field trips, athletics, etc.), he will be penalized a full letter grade in that class for the semester. With this first policy in mind, parents and cadets alike should realize that the Academy strongly discourages planned absences from any academic day for any reason.

All requests for cadet absence must be made at least 96 hours in advance.

To be completed by Parent or Guardian

Cadet Name: _____ **Grade:** (please circle) 7 8 9 10 11 12

Parent/Guardian Name: (please print) _____

Date(s) of planned absence: (please circle)

	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE																			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

Reason for Request: (please check all that apply)

- Absence due to emergency family matters
- Absence due to personal illness (In the case of three or more days a doctor's note is required)
- Appointments with health professionals that cannot be made outside of the regular school day
- Observance of recognized religious holiday when the observance is required during the regular school day
- Planned absences for educational purposes that are approved in advance by the Dean of Academics
- Closed weekend (please explain below)
- Other (please explain) _____

Note: Pending approval of this request, the cadet will be responsible for obtaining and completing all academic assignments that are missed as a result of this absence.

Parent Signature: _____ **Date:** _____

Telephone: _____ **email:** _____

Return or fax form to the Operations Office (fax 760-729-2852)

Administration Use Only

Date Received: _____ Reviewed By: _____

Disposition: Excused Absence Unexcused Absence Request Denied Entered in SASIxp

Note: _____