

REQUEST FOR CADET ABSENCE FORM



**All requests for Cadet Absence must be
made at least 48 hours in advance.
(To be completed by Parent or Guardian)**

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 to educating the cadet. Therefore, if a cadet misses 8 or more days per semester in any one class for any reason besides a school-planned function (e.g., field trips, athletics, etc.), he may 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.

Cadet Name (please print): _____

Grade (please circle): 7 8 9 10 11 12 **Company (please circle):** BS HQ BND A B C E HG

<u>Departure from Campus (Date/Time)</u>	<u>Expected Return to Campus (Date/Time)</u>
Date: _____ Time: _____	Date: _____ Time: _____
Details of Transportation: _____	

Reason for Request: (please check all that apply and note documentation may be requested)

- Absence due to personal illness or Doctor Appointment *(If ill for three or more days a doctor's note is required)*
- Planned absences for educational purposes that are approved **in advance** by the Dean of Academics
- Other *(Please explain in detail to facilitate approval):*

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/Guardian Name (please print): _____

Signature: _____ **Date:** _____

Home Phone: _____ **Cell Phone:** _____ **Email:** _____

The Cadet Absence Form can be **Dropped off**, **E-mailed** or **Faxed** to the Operations Office,
Email (Attendance@armyandnavyacademy.org) **Fax** (760-729-2852)

Administration Use Only

<u>Academic Office:</u> <input type="checkbox"/> <i>Excused Absence</i>	<input type="checkbox"/> <i>Unexcused Absence (Demerits / No Demerits)</i>	<input type="checkbox"/> <i>Request Denied</i>
TAC Officer Initials: _____	Date: _____	Notes: _____
Asst. Dean Initials: _____	Date: _____	Notes: _____
Commandant Initials: _____	Date: _____	Notes: _____
<u>Processing:</u> <input type="checkbox"/> <i>Entered in Database-Initial</i>	<input type="checkbox"/> <i>Entered in Database-Final</i>	<input type="checkbox"/> <i>Scanned/Filed</i> Staff Initials _____