



**ARMY & NAVY  
ACADEMY**

BE BOLD. BE BRILLIANT. BE YOU.

**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 and Closed Weekends** 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 7 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 or Closed Weekends for any reason.

**Cadet Name (please print):** \_\_\_\_\_

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

**Company:** \_\_\_\_\_

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

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

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

- Absence due to personal illness or Doctor Appointment (**Doctors note required for excused absence**)
- Planned absences for educational purposes that are approved **in advance** by the Dean of Academics
- Personal absence

**Closed Weekends are mandatory and will require preauthorization.**

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**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 is to be **E-mailed** to the Operations Office,  
**Email** ([Attendance@armyandnavyacademy.org](mailto:Attendance@armyandnavyacademy.org))

<b><u>Administration Use Only</u></b>	
TAC Officer Signature: _____	NOTES: _____
Asst. Dean Signature: _____	Commandant Signature: _____
Approval/# Days Missed: _____	Approval/# of Closed Wknd Missed: _____
Notes: _____	Notes: _____
OPS Staff Initials _____	Health Center _____