

Wake Christian Academy
ABSENCE PLANNED IN ADVANCE (APIA)

EXCUSED: _____ **UNEXCUSED: _____ DATE FORM ISSUED: _____

PARENTS:

- ✓ Please complete the information below.
- ✓ Sign the form and attach any additional explanation.
- ✓ Send this form to school with your student.
- ✓ Student is to get assignments, due dates, and teacher's signature for each class.
- ✓ Return form to the office for final approval **at least three school days before absence.**
- ✓ A copy of the form will be sent home.

From the Parent/Student Handbook (pp. 15, 21, 29)
An absence from school may be excused for the following reasons:

- a. Illness or injury prevents the student from being physically able to attend school
- b. The student has a communicable disease
- c. The student is absent due to the death of an immediate family member
- d. The student has a medical or dental appointment
- e. The student must appear in court
- f. The student obtains prior approval to take advantage of a valid educational opportunity, such as travel (GS 115C-379)

_____ has requested to be absent from school on the following date(s):
_____ for the following reason: _____

The work that will be missed during the absence must be made up before or after the absence at the discretion of the teacher.

ASSIGNMENT	DATE DUE	TEACHER'S INITIALS
1 st Period: _____	_____	_____
2 nd Period: _____	_____	_____
3 rd Period: _____	_____	_____
4 th /5 th Period: _____	_____	_____
6 th Period: _____	_____	_____
7 th Period: _____	_____	_____
8 th Period: _____	_____	_____

COMMENTS: _____

Parent's Signature: _____ Student's Signature: _____

**UNEXCUSED absences may result in the student's not being allowed to make up tests or other missed work.