

EXPLORE KNOWLEDGE ACADEMY PRE-ARRANGED ABSENCE REQUEST

THIS APPLICATION MUST BE SUBMITTED TO THE FRONT OFFICE AT LEAST 1 WEEK PRIOR TO THE REQUESTED ABSENCE

NOTE: Prearranged absences WILL NOT be approved immediately preceding or following any scheduled EKA break. Prearranged exceeding the limitation on total absences WILL NOT be approved.

The Parent/Legal Guardian or student is responsible for checking Google Classroom for make-up work from all teachers and submitting the work as specified.

PLEASE NOTE: Nevada State Law allows a parent or legal guardian to arrange absences in advance. EKA allows up to **4** pre-arranged absences during a school year. All absences whether approved or unapproved count towards the total of absences for the year. Any arranged absence, for which the makeup work is not completed and submitted as required, is considered unapproved.

1 EKA School Day = 1.3 Days

Student's Name: _____ Grade: _____

Date(s) Requested: _____

Reason for pre-arranged absence(s): _____

Parent/Guardian Print: _____

Parent/Guardian Signature: _____ Date: _____

OFFICE PERSONNEL ONLY

Name of Student: _____

Administrative Signature: _____ Date Received: _____

Dates Approved: _____

Parent Notified Date: _____

Office Personnel Initials: _____

Teacher(s) Notified Date: _____

Office Personnel Initials: _____

Absence Note



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Las Vegas NV 89120
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*** Three (3) or more consecutive absences will require a note from a medical provider.

1 EKA School Day = 1.3 Days

Please use this form when your child misses school. Additional forms may be downloaded from the website and are available at the office.

Date(s) of Absence	
Period(s) Missed	
Student Name	
Student's Advisor	Grade

Reason for Absence(s)	
Parent/Guardian Signature	Date
Home Phone	Work/Cell Phone
Parent Email	

Students who have been absent must provide written notice from the parent/guardian to the school explaining the reason for the absence within 3 school days after their return from the absence AND turn **in any missing work**. Failure to provide an excused absence note within 3 days AND turn in missed school work will result in an unexcused absence. In accordance with NRS, an unexcused absence is deemed truant. It is the parent/guardian responsibility to request homework from the advisor.

Please Note: EKA must report habitual truancy to Child Protective Services for educational neglect.

For Office Use Only: Excused Unexcused Unexcused Due To Incomplete Work