

# Colorado Military Academy



(Please submit to Front Office for approval 2 weeks prior to absence.)

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/ Guardian Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Date(s) of absence: \_\_\_\_\_

Reason for absence: \_\_\_\_\_

**Please contact each or your child's teachers at least 3 days prior to the absence to collect homework.**

The CMA Administration will review each circumstance however the official Attendance policy is as follows:

The following are CMA's approved absence reasons according to JH-R. Absences that fall outside of the guidelines stated below are considered unexcused. However, as long as the school is notified of the absence there are no penalties for your student to miss that day. You may still take your student out of school, and he/she will be allowed to make up work that is missed for full credit when you notify the school.

1. Absences due to temporary illness or injury.
2. A student who is absent for an extended period due to physical, mental or physical disability.
3. A student who is pursuing a work-study program under the supervision of the school.
4. A student who is attending any school-sponsored activity.
5. Absences by those who are in custody of court or law enforcement authorities.
6. Absences determined by school administration to be excusable, such as doctor's appointments of appointments with outside agencies.
7. Vacation is not an excused absence.



Please provide the school with proof of documentation signed documentation by Dr. and/or Official for all related absences.

Parent/ Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Administrative Use Only

Date received: \_\_\_\_\_

Excused

Not Excused

Notes: \_\_\_\_\_

Communicated to parent/guardian via:

Phone

Email

Logged in PowerSchool:

Attendance

Truancies