

# AMERICAN LEADERSHIP ACADEMY

## **Absence for Family Vacation Request Form**

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

American Leadership Academy encourages families to schedule family vacations for periods when school is not in session. When this is not possible, **please complete the following form and return it to the Front Office of your school for approval no later than 1 week before the scheduled absence.**

In accordance with the Arizona Department of Education guidelines, ALA is required to determine whether absences for family vacation are considered excused or unexcused. In order to be classified as excused, students must do the following: **1) complete this form; 2) make arrangements to complete missed work; 3) have the absences approved by school administrators.**

Pursuant to ARS 15-803(B), absences, unexcused or excused, may be considered excessive when the number of absent days exceeds 10% of the instructional days. A student in grades 7-12 who is absent for 10% of instructional days for any course, per semester, **(excused or unexcused)** will have their education record reviewed to determine whether credit for that course will be withheld.

Additionally, family vacations that result in 10 consecutive days of school missed will not be approved. Vacations that result in the student missing 10% of the total number of school days in the calendar year will not be approved (includes cumulative total of excused and unexcused absences taken prior to the request for vacation plus the total number of days of school missed due to the current vacation, does not include excused absences documented as a chronic illness.)

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**Information about the Absence** *(To be completed by parent/legal guardian.)*

First Day of Missed Class \_\_\_\_\_ Last Day of Missed Class \_\_\_\_\_

Reason for Absence (Include a description of the educational value of the family vacation.)

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**Teacher Coordination of Missed Work** *(To be completed by all of the student's teachers.)*

First Day of Missed Class \_\_\_\_\_ Last Day of Missed Class \_\_\_\_\_

<b><u>Period</u></b>	<b><u>Subject</u></b>	<b><u>Teacher Signature</u></b> By signing, you are indicating that the student has made arrangements to complete work missed during the absences listed on this form.
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1		
2		
3		
4		
5		
6		
7		

I have read the information on this form and request that my student be excused for the dates listed. I understand that my student will be required to make up missed work and that if my student misses more than 10% of classes in a subject, even if absences are excused, that ALA may withhold credit for that class.

\_\_\_\_\_  
Student Name Printed

\_\_\_\_\_  
Parent/Guardian Name Printed

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

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**ALA USE ONLY**

Student's absence is EXCUSED / UNEXCUSED.

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Administrator Signature

Date

*Per Arizona Guidelines and Procedures for Attendance, School Finance Manual, Revision 06-18, this form shall be maintained for not less than four years after the fiscal year it was received.*