



The Primacy Collegiate Academy

Absence Excuse Form

Student Name (Please include your Chinese name written in PingYing): _____

Program/Grade: _____ Cell Phone: _____ ID Number: _____

Date of Absence(s): YY / MM / DD ~ YY / MM / DD Total: day(s) class period(s)

Please check the reason for absence or tardy:

- Tardy due to a medical reason or appointment. (*Doctor's note is required*).
- *Tardy due to bus or MRT transportation problems or traffic accidents. (*MRT delay notes can be picked up from MRT help desk*)
***Limited to 3 excuses per semester which can be used without question for any reason. However, the parent/guardian MUST submit a written note giving the reason**
- An illness or injury that prevents the student from attending school. The illness or injury must be verified by a health care provider in writing. (*One day or less: Parent's signature acceptable; More than one day: Doctor's note required*) (**Parent/guardians are limited to 3 illness excuses per semester without a doctor's note.**)
- A death in the immediate family (parent, sibling, grandparent, aunt, uncle, cousin) or other significant personal or family crisis.
- Court or passport/visa appearances
- Medical or psychological tests during the school day. The parent must show evidence (such as a note or receipt from the health center).
- Absent due to Religious holy days
- Other extraordinary situations (**Must be approved by Administration**)

Additional Information: _____

Parent/Guardian Signature: _____ Date: _____

NOTE: DURING ANY BLOCK SCHEDULE SEMESTER, IF A STUDENT MISSES A CLASS WITH 6 UNEXCUSED ABSENCES OR MISS MORE THAN 14 CLASS PERIODS FOR ANY REASON (EXCUSED OR UNEXCUSED), THEY WILL RECEIVE A FAILING GRADE OR NO CREDIT.

Instructions (Complete form in English):

- A. Form must be filled out and signed by parents before it can be turned into student services. If absences total more than three days it must be presented to a Vice-Principal or the Principal.
- B. Excuse form for sick leave must be turned in **within 3 days** of your return to class *or it will not be accepted*.
- C. The student must inform Student Services **at least 3 days before** taking personal leave or the absences will not be excused.
- D. All illness-related absences that do not require doctor's notes will be verbally verified with parents.
- E. **The administration reserves the right to refuse any excuse form due to the lack of sufficient documentation.**

Student Services: _____ Administrative Reviewer: _____

Approved Denied

(If approved, student will be given the opportunity to make up any classwork missed during absences.)

ATTENDANCE Philosophy

In order for the Primacy staff to do the best possible job of educating the students entrusted to them, the students must be in regular attendance. A successful educational program requires the cooperation of the parent, the student, and the school staff at all points in the process. One of the most vital points is that of student attendance.

Attendance Guidelines

- ❖ All attendance records are permanent and are recorded on a student's transcript.
- ❖ Attendance records are per grading period (one term) and are not cumulative.
- ❖ Attendance records will start upon a student's first registered day in a term.
- ❖ Attendance will be taken for all off campus activities.
- ❖ It is the student's responsibility to contact the teacher in order to determine the possibility of making up work due to an unexcused absence.

Tardies – Unexcused

- ❖ Students will receive an unexcused tardy for entering class following the bell and/or arriving up to 14 minutes after the start of a 90 minute class or 6 minutes late for a 45 minute class.
- ❖ Being tardy due to a lack of real concern or failure to keep track of time.
- ❖ Tardiness due to talking with friends, waiting for the elevator, waiting for your lunch at a restaurant, or failure to plan effectively, etc.
- ❖ Being tardy on the day before or after a school function. (E.g. Sports, SA Activities, Class Trips, Tours, Trips, Leadership and /or Spiritual Retreats, etc.) unless they have a written note from a doctor.

Absences – Unexcused

- ❖ If a student is **15 or more minutes late for a 90 minute class**, he/she will be marked absent. The student is still expected to attend class.
- ❖ If a student is **7 or more minutes late for a 45 minute class**, he/she will be marked absent. The student is still expected to attend class.
- ❖ Absences due to skipping class, waking up late or lack of educational concern, etc.
- ❖ Being absent on the day before or after a school function (e.g. sports, SA Activities, Tours, Trips, Leadership and /or Spiritual Retreats, etc.) unless they have a written note from a doctor.
- ❖ ***Receiving 3 unexcused tardies will be treated as equal to 1 unexcused absence and will be subject to the same consequences.***
- ❖ Any student with **6 unexcused absences** in a course for the semester will receive a grade of "NC" ("No Credit") if the student otherwise earned a passing grade. If the student has not earned a passing grade, he or she will receive an "F".
- ❖ **If a student misses more than 14 classes per course, per semester for any reason, excused or unexcused, during a grading period he/she will receive "NC" for all classes in that term** if the student otherwise earned a passing grade. If the student has not earned a passing grade, he or she will receive an "F".
- ❖ Sleeping in class is NOT allowed. Students will be encouraged to wake up and if they cannot remain awake they will be sent home with unexcused absences.

EXCUSED AND UNEXCUSED ABSENCES

- ❖ Whenever an absence occurs it must be communicated to the school as soon as possible by phone, email or message.
- ❖ When a student returns from an absence, they must print an excuse form from the Primacy website, fill it out, obtain the correct signatures, and return it to the office **within 3 days** of the absence. The same form is used when an absence needs to be arranged in advance.
- ❖ Students will be given the opportunity to make up work for excused absences this includes required Service Learning time.

IMPORTANT:

Following are examples of unexcused absences – even when the parent sends a note:

- ❖ Family vacation.
- ❖ Overseas trip.
- ❖ Extension of a religious or cultural holiday beyond the designated day or days on the school calendar.
- ❖ Cutting classes.