



Student Name: _____

Parent Name: _____

Parent Signature: _____

Date: _____

Absence Policy

Students are expected to attend School regularly. Please avoid scheduling vacations, trips, doctor appointments and other planned absences during the time school is in session. Our structured and sequential teaching makes it difficult for teachers to recreate lessons for students who spend excessive time away from the classroom. Excessive absences may cause students to have problems academically.

Each time a student is absent from school, a written excuse note, on the **PLA Absence Excuse Form**, is **required upon return**, so that formal record of the parent's knowledge of the absence may be kept on file in the school student records. Absence excuse forms must be turned in upon the day students return to school. Forms must be turned in to the office or emailed to Admin@PensacolaLearningAcademy.com

- An excused absence or tardy permits a student to make up missed class work/tests.
 - ⇒ Examples of excused absences include, but not limited to:
 - Sickness
 - Medical or dental appointments (we ask that you try to schedule around school hours)
 - Emergencies
 - Death in the family
- Teachers are not required to provide students with the work missed prior to the absence. However, teachers will do their best to accommodate requests for planned absences. Upon returning to school teachers will provide all make-up work and allow the appropriate time to complete it.

Release of students not on the pick up list /Early Check Out

- **Release to individuals not on the student's pick up list:** Parents are required to sign out their child in the Front Office and the office staff will call the classroom for release of the student. Parents are not permitted to go directly to the classroom.
- **Early Check Out:** If your child will be leaving school at a different time (e.g. for a doctor's appointment, trip out of town, etc.) or will be riding home with someone other than someone who is listed on the student pickup list, you must fill out the **driver permission form** and **send to Admin@PensacolaLearningAcademy.com**. Your student will not be allowed to go unless the School has written notification or email. Please also contact the front office as an added precaution. If you are faced with an emergency or unavoidably changed plans, please call the Front Office 850-780-6132 as soon as possible



Absence Excuse Form Pensacola Learning Academy

Parents/guardians have two days from when the student returns to school to provide an excuse note for the absence. Failure to submit an excuse note to the office during this time period will result in the absence remaining unexcused. Please have your student turn in this form to the office or parents can email to Admin@PensacolaLearningAcademy.com

Today's Date: _____ / _____ / _____

Student name: _____ Grade: _____
(First and Last Name--Please print legibly)

Date(s) of absence: _____

(Check appropriate one.)

_____ Absent whole day

_____ Checked in Late

_____ Early check out Notice

Student needs to
Check-out at this time:

Reason for absence: _____

Check if additional documentation is attached.

Parent/guardian signature _____

Parent/guardian name _____
Please print legibly

Contact phone number _____