



Planned Absence Contract

Student Name: _____ Grade: ____ Learning Coach Name: _____

Planned Absence Contract must be submitted to the school for approval at least 1 week prior to the planned absence. A separate contract must be completed for each child.

The above named student will be absent from school work for the following date(s)_____.

The reason for this absence is: (please select **one** of the following)

____ Religious Holiday

____ Medical Leave for Student

Nature of Medical absence: _____

____ Family Trip / Vacation

Any vacations scheduled during required testing times will not be approved.

____ Other planned absence

Please explain the nature of this planned absence:

I, the learning coach, understand that the school may deny my request for excused absences for my student. I understand that if the planned absence is not approved my student will not be provided extra time to make up their missing work and that the late work policies will be enforced. I understand that if the planned absences are approved, my student will have 2 school days for every day absent to be able to make up their missing work. Example: if my student is out of school for 2 days, they will have 4 days to make up the missing work.

Learning Coach Signature: _____ Date: _____

Learning Coach, please forward this signed contract to the student's homeroom teacher at least 1 week prior to the planned absence.

Homeroom Teacher Signature: _____ Date: _____

Date contract was received by homeroom teacher: _____

Absence approved by homeroom teacher: Yes or No

The mission of the Michigan Virtual Charter Academy is to provide an innovative, intensive academic preparation that inspires and educates students to achieve the highest levels of academic knowledge and skills. Michigan Virtual Charter Academy embraces a collaborative partnership between teachers and parents in order to empower students to reach extraordinary heights. Extraordinary results require extraordinary efforts! Through commitment, hard work, consistency, and responsibility, every student will meet the challenge of mastering high expectations.