



ARDREY KELL HIGH SCHOOL

Absence Form

Date: _____

Student Name: _____

Grade: _____

Student ID #: _____

Date of absence(s): _____

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____

Parent/Guardian Phone Number: _____

Parent/Guardian Email Address: _____

****ALL ABSENCES (EXCUSED AND UNEXCUSED) COUNT TOWARDS RECOVERY****

Students are allowed 10 absences per class, whether excused or unexcused, in a semester or year-long course. Recovery is required when an 11th absence is accrued. If a student does not attend Recovery for a class in which they have 11+ absences by the end of the course, they risk failing that class due to attendance---regardless of the grade earned.

EXCUSED ABSENCES:

*****Documentation must be submitted within 5 days of absence to be marked excused*****

- Illness
- Death in immediate family
- Doctor/Dental appointments (Note from medical office required)
- Religious observances (Religious Obligation: Request for Excused Absence Form is required--Holidays must be approved by the school district prior to the absence)
- Court Proceedings (Verification of appointment and/or court documentation required)
- College Visits (Juniors = Limit 1 | Seniors = Limit 2) (Note from the college must be presented with the Absence Form)

EXAMPLES OF UNEXCUSED ABSENCES:

- Traffic/Car trouble
- Inclement weather
- Missing the bus
- Oversleeping
- Vacation/Family trips

Questions? Please contact Sarah Broughton at Ardrey Kell High School 980-343-0860 or sarahg.broughton@cms.k12.nc.us

EMAILED OR SCANNED COPIES OF THIS FORM WILL NOT BE ACCEPTED. SUBMIT A COMPLETED HARD COPY OF THIS FORM TO THE MAIN OFFICE WITHIN 5 DAYS OF AN ABSENCE.