



Good Foundations Academy

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Extended Absence Request Form

This form is to be used for anticipated extended absences. This form is requested two weeks before any anticipated absence exceeding three days and must first be approved by the GFA Administration and then referred to the classroom teacher. If given enough notice, teachers will inform the parents of required homework to complete during the absence. Please refer to the GFA attendance policy for further information regarding unexcused absences.

Today's Date _____

Student Name: _____ Teacher: _____

Student Name: _____ Teacher: _____

Student Name: _____ Teacher: _____

Best phone number to contact parent: _____ Best Email: _____

Dates Requested: ____/____/____ through ____/____/____

Reason for Extended Absence: _____

I understand that my student will be missing valuable classroom instruction and I have agreed to have my child complete any homework given by the teacher as well as any make up time for art, P.E., music, or library time missed. I understand the homework must be completed when we return for credit as described by the attendance policy. I understand that any make up time for specials classes will need to be made up on scheduled days.

Conditions in regard to missed assignments and/or assessments.

- If teacher has prior notice, work will be given ahead of time (teacher discretion).
- The teacher will collect work while the student is out.
- Typically, the student has double the excused days they were gone to complete the missing assignments,
 - This may be adjusted if explicitly arranged with the teachers.
 - All missing work must be complete by the Monday following the last day of the term.
- Any work turned in after the allotted days will be given a score in accordance with the teachers' disclosure.

Parent/Guardian Signature

Date

Director Signature

Date