

# REQUEST FOR CADET ABSENCE

## Army and Navy Academy

The Army and Navy Academy cadet attendance policy states that daily attendance is essential to academic success. The California Association of Schools and Colleges requires accredited independent schools to schedule 175 days of school, which follows state law for public schools. These instructional days are vital for the Academy to ensure teachers can meet the requirements of the curriculum with each cadet and that the cadets are properly assessed.

Because guided instruction by the teacher is paramount to any student's success, excessive classroom absences, *whether excused or unexcused*, compromise the Academy's goal to educating the cadet. Therefore, if a cadet has seven or more unexcused absences per semester in any one class, course credit will be lost for that class. With this first policy in mind, parents and cadets alike should realize that the Academy strongly discourages planned absences from any academic day for any reason.

**All requests for cadet absence must be made at least 48 hours in advance.**  
**(To be completed by Parent or Guardian)**

**Cadet Name:** (please print) \_\_\_\_\_

(please circle) **Grade:** 7 8 9 10 11 12 ----- **Company:** E D B C HQ (Drill / Color Guard / Band)

**Parent/Guardian Name:** (please print) \_\_\_\_\_

**Date(s) of planned absence:** (please circle)

AUG SEP OCT NOV DEC JAN FEB MAR APR MAY JUNE  
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

**Time of departure:** \_\_\_\_\_ **Date/Time of expected return:** \_\_\_\_\_

**Details of transportation:** \_\_\_\_\_

**Reason for Request:** (please check all that apply)

- Absence due to emergency family matters. (Please explain in detail below to facilitate approval.)
- Absence due to personal illness. (In the case of three or more days a doctor's note is required.)
- Appointments with health professionals that could not be made outside of the regular school day.
- Observance of recognized religious holiday when the observance is required during the regular school day.
- Planned absences for educational purposes that are approved in advance by the Head of School.
- Closed weekend. (Please explain in detail below to facilitate approval.)
- Other. (Please explain in detail below to facilitate approval.)

\_\_\_\_\_  
\_\_\_\_\_

**Note:** Pending approval of this request, the cadet will be responsible for obtaining and completing all academic assignments that are missed as a result of this absence.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **email:** \_\_\_\_\_

**Return or fax form to the Operation's Office (fax 760-729-2852)**

### Administration Use Only

Date Received: \_\_\_\_\_ Reviewed By: \_\_\_\_\_ Entered in Database:

Disposition:  Excused Absence  Unexcused Absence  Request Denied

Notes: \_\_\_\_\_  
\_\_\_\_\_