

Collegedale Academy

Pre-Arranged Absence Request Form

A request for a one-day absence must be submitted at least 24 hours in advance. Requests for longer absences must be submitted at least one week prior to the absence.

Early Intervention – Five (5) unexcused/excused absences in a semester will result in a warning email to the parent/guardian.

Tier 1 – Seven (7) unexcused absences or ten (10) unexcused/excused absences in a semester may result in an attendance meeting. After ten combined absences, parent notes are not accepted. Exceptions may be given for pre-arranged absences.

Tier 2 – Eight (8) unexcused absences in a semester will result in an outside referral for intervention.

Tier 3 – Nine (9) unexcused absences in a semester will result in a meeting with the Head of School, SRO, principal, and counselor.

Truancy Court – Ten (10) unexcused absences in a semester will result in a report filed with the State of Tennessee.

Student's Name

Teacher Name

Date of Pre-arranged absence

Reason for Absence

Parent's/Guardian's Signature

Administration's Signature

Date Accepted

A separate form is required for each student.