



Power Technical (PTEC)

a James Irwin Charter School

Advanced Absence Notification

Please complete and submit this form in advance of any absences. This form is *not* intended for student absences due to illness. Any absence whether approved or unapproved counts against your student. This form only needs to be signed when leaving on a pre-planned absence.

First and Last Names(s) of Students(s)

Grade

1. _____

2. _____

Date(s) of absence _____

Number of school days absent _____

Reason(s) for absence _____

Read each statement below. The parent/guardian must initial each to acknowledge you understand the potential consequences of the upcoming absence(s) for your student.

_____ I understand it is my student's responsibility to communicate with teachers to obtain all work after an absence. I understand my student is responsible for scheduling times after school to take missed quizzes/tests.

_____ If my student is absent during the October Count window, I understand I will be required to sign my student in and out every day at the front office upon their return to school for the rest of the Count window.

_____ If my student is absent during final exams (in December and May), I understand my student will receive a 0% for each exam missed. Exams will not be administered outside of the time and date originally scheduled. Final exams are worth 10-20% of the entire semester grade.



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