



# The Rock Academy

6641 W SR 46  
Sanford, FL 32771

## TRA Planned Absence Form

In order for our faculty to have ample time to prepare for students being absent from class due to vacation or other planned event, this form is required **for the absence to be excused**—ONE form for each student. This process will be required for the remainder of the year.

### INSTRUCTIONS

1. Fill out the form as soon as you know the dates your child will be absent.
2. Each of your child's teachers **MUST** sign it--indicating that they are aware that your child will be absent.
3. The signed form must be submitted to the office.
4. Necessary work (handouts, assignments, assessments etc.) will be provided for your child if the teacher is notified in time. Students are to keep up with the syllabus and known assignments to the best of their ability.
5. For **EXCUSED** absences, students are given an additional week upon their return to turn in all assigned work. If extra time is needed, you must work out an additional, agreed upon due date with the teacher.
6. If an absence is **UNEXCUSED** (no notification prior to planned absence or absence is not due to a planned family event or travel) students may keep up with the syllabus but they will not receive credit for anything that took place in the class they missed (quizzes, tests, etc.)

Please refer to the Parent Teacher Agreement for details on excused and unexcused absences.

Thank you,

Liz Darnell

PHONE  
407-688-4388

FAX  
866-463-3096

EMAIL  
liz@therockofcf.org