



Instructions: Regular attendance at school is required by law and is a major key to students' success. Frequent absence from daily instruction disrupts the learning process. IEA expects at least 95% attendance, which equals nine (9) or fewer absences during one academic year. IEA makes every effort to encourage regular attendance for all students and to assist parent(s)/guardian(s) in their responsibility to have their children attend school regularly. Parent(s)/guardian(s) must notify the school in advance for each non-consecutive absence(s). If this is not possible, the notification must be received within five (5) days following the absence(s). Acceptable notification includes completing and turning in this form, by phone, text, or email to the IEA Main Office. If notification is not received, the Main Office will attempt to contact the student's parent(s)/guardian(s) to verify the absence. Excused absences include: illness, accommodations determined by a student's IEP (Individualized Education Program) or Section 504 Plan, death of a family member, approved school activity, and/or any other excuse established as valid by the IEA Director. Unexcused absences will result in disciplinary action according to defined school policy. Please see IEA's Policies and Procedures or call the IEA Main Office for any questions or guidance.

Student Full Name: _____

Grade/Teacher: _____

Parent(s)/Guardian(s) Full Name: _____

Parent(s)/Guardian(s) Signature: _____

Parent(s)/Guardian(s) Contact Information: _____

Date of Absence	Detailed Reason for Absence

For Office Use Only
IEA Director Signature: _____
Date Received: _____
Approved/Denied: _____
Additional Notes: _____