

Attendance – Discretionary Absences

Parents are reminded that potential discretionary absences should be brought to the Dean's attention at least one week in advance of the absence. A parent note explaining this absence must be approved by the Dean. After approval has been received, teachers will be notified, and the student can then make the necessary academic arrangements.

Parents must avoid scheduling family obligations, trips, or vacations during school time. Such absences and absences that extend the already designated holidays of the school calendar will be considered excused only once during a student's high school career. At no time should family vacations be scheduled during the final exam periods.

Students are not permitted to miss school for events such as church youth group community service trips or camps, science camp leadership, or national political or leadership conferences.

Parents should be very selective about absences related to non-Mitty athletic participation, especially club sports, as these and other discretionary absences are factored into the total number of allowable absences (5) per semester. Again, such absences should be brought to the Dean's attention at least one week in advance of the absence. **Otherwise, a student risks being assigned detention.**

Although teachers make it a practice to work with students who have missed class, it is not the responsibility of teachers to make themselves available for students who miss classes due to discretionary absences, especially when they have not been given sufficient notice.

College Visit Absence Form

Students are allowed two days of excused discretionary absence during their high school career for college visits. A **College Visit Absence Form** must be submitted to the Dean one-week prior the absence. The form is located on our web site under Parents under Absences.

COLLEGE VISIT ABSENCE FORM

(Submit to Dean one week prior to absence)

NAME _____ DATE _____

COLLEGE(S) _____ LOCATION _____

DATE(S) OF ABSENCE _____ (maximum two days)

REASON STUDENT MUST MISS SCHOOL FOR THIS VISIT (attach copy of any relevant documentation)

I understand that this is a discretionary absence and will notify my teachers. I understand that it is not the responsibility of my teachers to make themselves available to me in any extraordinary capacity regarding make-up work (prior to and following the absence). I understand that I am allowed **two days** of excused absence during my high school career for this purpose.

Student signature _____

Parent signature _____