EAGLE RIDGE ACADEMY

Finals Pre-Arranged Absence Form

An extended absence from school makes it very difficult for students to adequately satisfy the rigorous academic expectations of Eagle Ridge Academy. However, if a student and parent/guardian decide there is a need for an absence during final exams, the student must comply with teacher deadlines regarding completion of missed final(s) or final project(s). In order for the absence to be considered for approval as excused, the student must be in good academic standing (no grades lower than 70% in any class). **This form must be turned in to the Attendance Office (14) days or (2) weeks prior to the absence(s). Any later will not be approved.**

This form is to be used for any absence during finals which is NOT due to illness, injury, or family emergency. Upon returning, please check-in with your counselor to make sure all finals have been completed by the approved deadline.

Student Name: _____ Grade: 9 10 11 12

Date(s) of Absence: _____

Reason for Absence: _____ Finals Date Completion: _____ (Completed by Admin)

TUESDAY / THURSDAY (MAROON DAY)					WEDNESDAY / FRIDAY (GOLD DAY)				
Period	**Teacher signature**	**Grade % in class**	**Final/Project**	**Date to complete**	**Period**	**Teacher signature**	**Grade % in class**	**Final/Project**	**Date to complete**
1				Per Admin	**5**				Per Admin
2				Per Admin	**6**				Per Admin
WT			N/A	Per Admin	**WT**			N/A	Per Admin
3				Per Admin	**7**				Per Admin
4				Per Admin	**8**				Per Admin

Student and Parent acknowledges that the student is responsible for completing all finals or final projects listed above by the given due date.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Administrator's Signature: _____ Date: _____

Date form was turned in: _____ ☐ Approved by Administration ☐ Front Office _____