



# Colorado Military Academy

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Date(s) of absence: \_\_\_\_\_ Back in school on: \_\_\_\_\_

Reason for absence: \_\_\_\_\_

**Please contact each of your child’s teachers at least 3 days prior to the absence to collect homework.**

The following are CMA’s approved absence reasons. Absences that fall outside of the guidelines stated below are considered unexcused. You may still take your student out of school. However, work will not be allowed to be made up for unexcused absences. **The CMA Administration will review each circumstance.**

1. Absence due to temporary illness or injury.
2. A student who is absent for an extended period due to physical, mental or physical disability.
3. A student who is pursuing a work-study program under the supervision of the school.
4. A student who is attending any school-sponsored activity.
5. Absences by those who are in custody of court or law enforcement authorities.
6. Vacation

Please state the educational value of any vacation students may be attending \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please provide the school with proof of documentation - signed documentation by Dr. and / or Official for all related absences.

Parent / Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrative Approval: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Administrative Use Only</b>	
Date received _____	<input type="checkbox"/> Excused <input type="checkbox"/> Not Excused
Notes: _____	
Communicated to parent/guardian via: _____	
Logged in PowerSchool:	<input type="checkbox"/> Attendance <input type="checkbox"/> Truancies