



# NOTRE DAME ACADEMY

*Educating Women to Make a Difference*

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Dear Parents,

Notre Dame Academy recognizes that student absences are sometimes necessary. Our attendance policy allows a student to miss 16 class periods for a full credit course and 8 class periods for a half credit course before credit is lost due to missed class time. If a student exceeds the allotted number of days, she will lose credit in that course. The attendance policy is derived from NDA's mission to provide a quality education for each student. Regular class attendance will help each student benefit fully from her experience at Notre Dame Academy.

In addition, NDA complies with Kentucky State Law 159.051 that requires public and private schools to report excessive absences. NDA files a report at the end of the semester if a student accrues more than 9 unexcused absences in one semester. The significant amount of absences could result in suspension of the student's license.

Students taking senior level courses may qualify for exemption from their final exam. Exemption is granted to those students who maintain the required average and who have not exceeded 5 unexcused absences in a semester.

Extenuating circumstances, such as health issues, chronic illness, or surgery, may prevent a student from regularly attending class and cause her to miss more school than the policy permits. If this is the case, an "Excused Absence Form" must be completed and returned to the school office. The form is due to the office within two weeks of a student's return to school after a prolonged absence.

The Attendance Policy is explained in detail in the Student/Parent Handbook. Excused absences (those not counted toward a student's total) include: 5 total college visits between the junior and senior year, funerals of immediate relatives, any NDA sponsored activity in which a student will miss class time, and prolonged absences due to health issues as documented by a professional.

Sincerely,

Mrs. Amber Grayson  
*Assistant Principal*



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## Excused Absences Form

Notre Dame Academy recognizes that student absences are sometimes necessary. Our attendance policy allows a student to miss 16 class periods for a full credit course and 8 class periods for a half credit course before credit is lost due to missed class time. If a student exceeds the allotted number of days, she will lose credit in that course. We require completion of this form if a student misses more than the policy allows due to health issues, chronic illness, surgery, or other extenuating circumstances. Administration will determine if the absences on this form will or will not be applied toward the total number of absences allowed.

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

Parent Name(s): \_\_\_\_\_

### Absence Information (To be filled out by a professional providing the service)

Reason(s) student may miss school:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Frequency of absences (e.g. one or two days a month; six to eight times a school year):

\_\_\_\_\_

Date of absences (if known) \_\_\_\_\_

**Parent Signature:**

\_\_\_\_\_

**Professional's Name (please print):**

\_\_\_\_\_

**Student Signature:**

\_\_\_\_\_

**Professional's Signature:**

\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_