

# Scholars Christian Academy

2801 East 17<sup>th</sup> Ave Tampa, FL 33605

Date: \_\_\_\_\_ **Attendance Issue/ Parent Notification Form**

Parent: \_\_\_\_\_ Child: \_\_\_\_\_

\_\_\_\_ 1<sup>st</sup> Notice \_\_\_\_ 2<sup>nd</sup> Notice \_\_\_\_ 3<sup>rd</sup> Notice

**SCA Attendance Policy:**

Regular school attendance is essential to fully benefit from the classroom instructional part of your child's education. Poor attendance, excessive tardiness, and leaving early can result in low or failing grades. All absences, tardies and early dismissals will be considered unexcused unless the school is notified by phone, in person, or by note. Only the following absences are considered excused when proper notification is made:

- An illness of the student or a medical/dental appointment
- An accident resulting in an injury to the student.
- A death in the immediate family
- An observance of an established religious holiday
- A pre-planned absence for a personal reason (submitted & approved by school administration)
- A subpoena by a law enforcement agency or a required court appearance
- An emergency for a reason acceptable to the Admin Office.

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**Please be advised that the Administrative Office of Scholars Christian Academy is sending this Notice to advise you in writing of the following attendance issue and mandatory resolution. Failure to comply can result in Administrative Probation.**

\_\_\_\_\_ - 5 or more tardies within a 9-week grading period. Mandatory resolution: phone conference with the Administrative Office within 2 days of receiving notification.

\_\_\_\_\_ - 5 or more absences within a 9-week grading period. Mandatory resolution: phone conference with the Administrative Office within 2 days of receiving notification.

\_\_\_\_\_ - when a student accumulates 10 unexcused absences or more within a 90-Day Calendar Period. (Calendar Period includes weekend and holidays) Mandatory resolution: In person conference with the Administrative Office within 2 days of receiving notification.

**School Hours:**

**Students: Monday through Thursday 8:55am – 2:15pm      Fridays 8:55am – 1:15pm**

**Office: Monday through Thursday 8:30am – 2:15pm      Fridays 8:30am – 1:15pm**

**Admin Staff Signature:** \_\_\_\_\_

**Form of Delivery:** \_\_\_\_\_ Text Message \_\_\_\_\_ Email \_\_\_\_\_ Sent home with Child  
\_\_\_\_\_ Hand Delivered to Parent